

**TEXAS COURT CLERKS ASSOCIATION**  
**Public Relations Committee Chair**

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The Public Relations Committee shall be responsible for soliciting nominations for a Professionalism and/or Honorary Award to be presented at the Annual Banquet. Qualifications for this award shall include but not be limited to outstanding contributions to the Texas Court Clerks Association and/or its local chapter. Recipients must be members of the Texas Court Clerks Association. The Public Relations Committee shall also be responsible for obtaining the outgoing Board Members awards and any other award deemed necessary by the Board.

The Chairperson of the Public Relations Committee is appointed by the President at or immediately after the Annual Meeting and will serve until the next Annual Meeting, or until their respective successor is appointed.

As a Board Member, there are three Board Meetings and one Annual Business Meeting per year. The Pre-Conference Board Meeting, Annual Business Meeting and Post Conference Board Meeting are usually held in October. The Mid Year Board Meeting is usually held in the Spring. Failure to attend three of these four meetings beginning at the Post Conference Board Meeting for a twelve-month period shall constitute good cause for removal from office, unless good cause is shown and approved by the Board of Directors. Expenses to attend the Mid Year Board Meeting are paid by TCCA. Expenses for all other meetings are not reimbursable by TCCA. Budget restraints do not constitute "good cause" for absence from a TCCA Board Meeting. Committee Chairpersons who are not serving as an elected board member or chapter president will not be required to attend all meetings. The Executive Board will review the agenda for the scheduled meeting and determine which non-board member committee chairs will be required to attend the meeting.

As the Committee Chair, you will be required to submit a report to the Board of Directors during the Mid Year Board Meeting and Pre-Conference Board Meeting. The report should include committee membership information, information regarding committee meetings and financial information (if applicable). The report submitted during the Pre-Conference Board Meeting will also be submitted to the general membership during the Annual Business Meeting.

Reports should be submitted to the Secretary no later than the date requested by the President so that it can be loaded onto the conference flash drives. If you are unable to submit your report to the Secretary as requested, it then becomes your responsibility to contact the Secretary and confirm how many copies of the report you must print and bring with you to the meeting. A copy of your report must be sent to the Secretary via email for permanent electronic storage.

Committee Chairs excused from attendance shall provide a written report to the board for review. If the board has questions about that report it will be relayed to the Committee Chair by the President as soon as possible following the meeting and any information provided by the Committee Chair will be shared with the TCCA Board.

Correspondence between Board Members and Committee Chairs may be done via email as long as the current listing of Board Members and Committee Chairs includes an email address. It is recommended that any correspondence sent using email require a return receipt. Correspondence must be mailed via the postal service to any Board Member or Committee Chair who does not have an email address.

Board members will be asked to sign a Code of Ethics during the Post Conference Board meeting. The signed copy will be maintained by the Secretary. If the signed copy is scanned as a permanent document and stored electronically, the original may be destroyed. A new Code of Ethics will be signed by board members each year.

Job Descriptions will be distributed to all Board Members during the Post Conference Board meeting. Board members should notify the Secretary of any changes. Sample forms and letters should be sent to the Secretary for electronic storage.

It is the responsibility of the Committee Chair to follow the Records Retention Schedule for any records maintained while serving as Committee Chair.

Should a new appointment be made to serve as Committee Chair, it is the responsibility of the immediate past chairperson to deliver all records regarding the committee to the newly appointed chairperson as soon as possible following the appointment.

**Distinguished Service, Extraordinary Achievement & Excellence Awards Checklist:**

- After appointment to chair the Public Relations Committee, appoint a committee.
- Update Award Criteria info and Previous Recipients List. This should be done before requesting nominations from the TCCA membership.
- Prepare a Public Relations Committee Report to be presented at the Mid Year Board meeting.
- On May 1<sup>st</sup>, send out an email to the TCCA membership thru the TCCA website with an explanation of the Award Criteria. Ask for nominations for each individual to be recognized. A deadline for nominations should be the middle of August.
- Notify committee members of the nominations received.

- Prepare a Public Relations Committee Report to be presented at the Pre-Conference Board meeting and Annual Business meeting during conference.
- Once recipients are selected by the committee, prepare a list to send to the engraver and order awards by September 1st.
- Plan and coordinate awards presentation at Annual Awards Banquet.
- Prepare Awards Banquet Script with Bios of each award recipient and make copies for each presenter to read from.
- Make arrangements for awards to be picked up or delivered.
- Once awards are received, verify correct name spelling on each award.
- After verifying awards, obtain invoice to send to Treasurer for payment.
- Prepare press releases for recipients and place in box with awards.
- It is advisable to keep all nominations received until after the conference.

**Engraver Contact Info:**

Laser Pro  
 605 Palace Parkway, B-2  
 Grand Prairie, Texas 75050  
 (972) 263-7715  
 (972) 237-2379 – Fax  
[laserpro@sbcglobal.net](mailto:laserpro@sbcglobal.net)

**Board of Directors Award Checklist:**

- On July 1<sup>st</sup>, send out an email to the TCCA Board of Directors asking for nominations for the Board of Director's Award. A deadline for nominations should be the middle of August.
- Follow the same checklist as above for ordering award and banquet presentation.

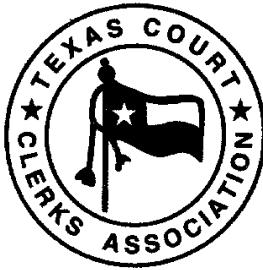
**Retirees Checklist:**

- On August 1<sup>st</sup>, send out an email to the TCCA membership thru the TCCA website asking for the names of those members who may have retired during the previous year. A deadline for info should be the middle of August.

- Purchase a retirement card and gift (email Board of Directors with request to purchase retirement cards and a gift or gift card for each retiree).
- Recognize retirees at Annual Business Meeting.
- After conference, mail or deliver retirement card and gift to retiree if unable to present at Annual Business Meeting.

**Outgoing Board Member Certificates Checklist:**

- Prepare Certificates of Appreciation for each outgoing Board Member.
- Recognize outgoing board members and present certificates at Annual Business Meeting.



**TEXAS COURT CLERKS ASSOCIATION**  
**Mission Statement**  
**September 23, 1988**

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There is no other position in municipal management, other than City Manager and City Attorney; which faces greater complexity on a daily basis than the Court Clerk. The TCCA makes a concerted effort to assist clerks in the management of their municipality's justice system.

- 1) The Texas Court Clerks Association is to insure the highest quality of court management for member and non-member courts.
- 2) The TCCA works assertively to maintain an open public forum to serve to the citizens.
- 3) The TCCA reviews administrative procedures to protect due process and reduce potential liability for the city.
- 4) The TCCA designs management strategy, which assures a neutral magistrate in the courtroom before the public.
- 5) The TCCA encourages the maintenance of daily court activity, which endorses no greater benefit for the police than the citizen.
- 6) The TCCA keeps a vigil to deny clerks, citizens, police, management and judges from using the courts as an instrument of revenge.
- 7) The TCCA provides assistance to any Court wanting a review of its administrative process to enhance or enrich the quality of its service.
- 8) The TCCA assesses the impact of present and future legislation on the operations of courts.

<b>Record Description</b>	<b>Retention Period</b>
Agendas	Permanent
Articles of Incorporation	Permanent
Audio Tape Recordings	2 years
Awards Lists	Permanent
Bank Statements	FE+5 years
Board of Directors Listings	Permanent
Budgets	FE+5 years
By-Laws	Permanent
Certification Program - Misc. Correspondence	5 years
Code of Ethics	Permanent
Conference Budgets	5 years
Conference Guidelines	Permanent
Correspondence - Miscellaneous	5 years
Equipment Purchased	Life of Equipment
Financial Correspondence	5 years
Financial Reports	Permanent
Forms - Miscellaneous	Administratively Valuable
General Counsel Agreement	Term of contract + 3 years
Grant Applications - Denied	2 years
Grant Applications - Granted	Permanent
IRS Non-Profit Status	Permanent
Legislative Committee Information	5 years
Legislative Updates	End of Legislative Session + 6 months
Meeting Minutes	Permanent
Membership Lists	Permanent
Mid-Year Meeting Information	3 years
Mission Statement	Permanent
Nominations for Office	Election + 1 year
Nominations for Awards	Date Awarded + 1 year

Previous Conference Information	5 years
Records Retention Schedule	Permanent
Scholarship Information	Permanent
Signature Cards	5 years
SJI Grant	Permanent
State of the Association Address	Permanent
Tax Forms	Permanent
TCCA Chapter Information	Permanent
The Scribe	Permanent
TML-TCCA Information	Permanent
Votes by Proxy	Date of Vote + 3 years