

LONE STAR CHAPTER OFFICER APPLICATION

Name: _____

Title: _____

Address: _____

City, Zip code: _____

Phone: _____ Email: _____

No. of Years as City Secretary: _____ No. of Years as Deputy/Assist.: _____

Per by-laws, officer must be a practicing city clerk/secretary or deputy/assistant city clerk/secretary for at least two years, actively working toward certification, and be a current paid member of the Lone Star Chapter.

Membership Dates: Lone Star Chapter _____ TMCA _____

Enrolled in TMCCP: YES NO

Date of TRMC: _____ Recertification Date(s): _____

Lone Star Chapter Service:

Officer: _____

Committees: _____

Educational participation _____

Special Projects:

Lone Star Chapter: _____

TMCA: _____

City/Other: _____

Are you willing to, if nominated, accept advancement to the offices of Treasurer, Secretary, Vice President and President? _____

Does your City Council/Manager support your time commitment to serving as an Officer of Lone Star Chapter? _____

Officer position desired: _____

Signature

Date

**LONE STAR CHAPTER
MUNICIPAL CLERKS ASSOCIATION**

Officers Duties and Responsibilities

Per Lone Star Chapter Bylaws

Amended and Adopted November 2009

ARTICLE IV. OFFICERS

The officers of the Chapter shall be a President, President Elect, Secretary, Treasurer, and Historian. These officers and the immediate past President shall constitute the Executive Board of the Chapter. The Executive Board shall conduct the affairs of the Chapter between meetings of the Chapter. The duties of the officers shall be as outlined below:

OFFICE OF THE PRESIDENT:

1. Attend and preside at all meetings of the Executive Board and the Chapter.
2. Appoint committees.
3. Sign all necessary documents for the Chapter, as authorized by the Executive Board.
4. Coordinate disbursement of meeting notices, agendas, and other appropriate information.
5. Supervise and control all Chapter business affairs.
6. Act as Chapter representative at functions such as TMCA, Inc., meetings, etc.
7. Submit articles, along with photographs, to TMCA, Inc., for insertion in the quarterly newsletters.
9. Fulfill all duties and responsibilities in a timely and responsible manner.

PRESIDENT ELECT:

1. In the absence of the President, the President Elect shall perform the duties of President.
2. Any duties assigned by the President or Executive Board.
3. Attend all meetings of the Executive Board and the Chapter.
4. Plan all programs for the Lone Star Chapter monthly meetings, introduce the speaker, and coordinate meetings with the City hosts.
5. Fulfill all duties and responsibilities in a timely and responsible manner.

SECRETARY:

1. Record minutes of all meetings of Executive Board and/or membership and keep in official binder. Minutes will be detailed and all resolutions, appointments, policies, actions, etc., will be typed in the body of the minutes of the Chapter to avoid loss of documents important to the Chapter and to allow review by the Executive Board. Provide President and Audit Committee Chair with approved minutes of meetings.
2. After receiving the President's approval, send out notice of meetings, agendas, and any other appropriate information.
3. Fulfill duties and responsibilities promptly and timely.
4. Attend all meetings of the Executive Board and the Chapter.
5. Assist the Treasurer at each meeting to check in attendees and record monies collected.
6. Records shall be kept in accordance with Texas State Library Retention Schedules.

TREASURER:

1. Be responsible for and have custody of all funds and securities of the Chapter.
2. Pay all invoices and record expenditures in proper accounts. If in doubt, contact the President.
3. Work with the President in filing required documents with IRS or other agencies, as required.
4. Furnish the President with a monthly Treasurer's Report.
5. Attend all meetings of the Executive Board and the Chapter.
6. Maintain all revenues and expenditures for annual review by the Audit Committee.
7. Check in attendees and record monies collected at the Chapter meetings.
8. Prepare fiscal year budget as provided in Article X. Serves on the budget committee.
9. Fulfill all duties and responsibilities in a timely and responsible manner.

HISTORIAN:

1. Be responsible for and have custody of all Chapter scrapbooks, which shall be kept in chronological order.
2. Take photographs at all Chapter meetings and functions and submit to the President in a timely manner for filing with TMCA, Inc. to be inserted in quarterly newsletters. Also place copies in Chapter scrapbook.
3. Attend all meetings of the Executive Board and the Chapter.
4. Fulfill all duties and responsibilities in a timely and responsible manner.

The following criteria is hereby established for serving as a Historian, Treasurer, Secretary, President Elect and President of the Lone Star Chapter: be a practicing city clerk/secretary or deputy/assistant city clerk/secretary, or employee of the city secretary's office, performing the duties of the city secretary's office on a daily basis for at least two years, actively working toward certification and/or regularly attending seminars and events in organizations such as the Texas Municipal League, Secretary of State, Texas State Library and Archives Commission, or any other proceedings which furthers the education and/or knowledge of duties of a city clerk/secretary, and be a current paid member of the Lone Star Chapter.

All nominees for each position are required to complete and sign a prescribed nomination form to be submitted to the nominating committee. Eligible nominees must have attended at least fifty percent (50%) of the year's meetings (from June of the previous year to June of the current year). All nominees shall be in good standing. "Good standing" means a member must not be in violation of TMCA's Code of Ethics tenets during the time a member is an officer.

ARTICLE V. ELECTION OF OFFICERS

The President shall appoint a Nominating Committee consisting of the immediate past president and two (2) members from among the membership. Nominations for officers for Historian, Treasurer, Secretary, and President Elect may be made from the floor at the June Chapter meeting or may be submitted in writing or by e-mail before the last day of June of each year. The Nominating Committee shall meet in July of each year to review recommendations and prepare a slate of officers from membership applications and nominations made from the floor. A report from said Nominating Committee shall be submitted at the August meeting of each year. Election of officers shall be held at the September meeting. Such offices shall be decided by a majority of the membership present and voting. The officers so elected shall take office at the first meeting in October and shall be eligible to serve a one (1) year term, or until their successors have been duly elected or appointed. The office of President Elect, if in good standing with the Chapter shall automatically succeed the office of the President.