**NTMCA**

**2017-2018  
COMMITTEE APPLICATION**

NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TITLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CELL (OPTIONAL):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PREVIOUS COMMITTEE SERVICE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Review the following descriptions and select a committee that resonates with your character. Your chapter needs your skill set and we would love to see you in action!

Please order from 1-10 in the preference in which you wish to serve or you can simply select one that speaks to you. Please let me know if you are willing to serve as a committee chair.

Alyce Deering Scholarship Fund Committee Interested in Chair

* Coordinate with Secretary to publicize nominations in newsletters;
* Coordinate with Historian to publicize nominations on website;
* Review scholarship applications and approve or deny requests in February;
* Submit report to NTMCA President naming the recipient(s) in March;
* Announce recipient(s) at the June Recognition Luncheon;
* Provide articles for newsletter (minimum of two per year—second and third quarter)

Audit Interested in Chair

* Examine all NTMCA financial records at the end of the fiscal year using set procedures;
* Coordinate with outgoing Treasurer;
* Upon completion, report findings to the President; and
* Provide article for newsletter (minimum of one per year)

Budget Interested in Chair

* Assist current-year Treasurer in the preparation of the upcoming fiscal year budget.
* Present proposed budget to the membership in August.
* Present budget for approval in September.

By-Laws Committee Interested in Chair

* Review current Chapter bylaws and make recommendations on any amendments;
* Present the proposed amendments to NTMCA Board;
* Present the proposed amendments to the NTMCA membership at a monthly meeting;
* Provide notice of vote on proposed amendments to NTMCA membership at least ten (10) days prior to the monthly at which the vote will be conducted.

Holiday Celebration Committee 2018 Interested in Chair

* Plan, coordinate and implement annual Holiday Party typically held in December;
* Determine date, location, cost of meal, and entertainment;
* Responsible for selection and distribution of door prizes;
* Coordinate with Secretary for distribution of invitations to membership and retirees;
* Determine event—exchange gifts, toy drive for charity, raise funds for charity, etc.;
* Select charity;
* Coordinate agenda for the Holiday celebration with Chapter President; and
* Provide articles for newsletter (first and fourth quarters)

Legislative Committee Interested in Chair

* Inform Chapter of legislative and current events impacting the varying duties of the Municipal Clerk profession;
* Report to the membership—providing monthly articles to Secretary for the NTMCA monthly newsletter; and
* Provide a written end-of-the-year summary of topics of interest

Membership/Communications Committee Interested in Chair

* Coordinate membership drive and encourage attendance at monthly meetings—utilizing TML membership base—Regions 8 and 13;
* Work with Treasurer to maintain membership list during membership drive;
* Provide Secretary “News of Interest” to include in newsletters;
  + Announcements—retirement, relocation, births (children/grandchildren), etc.
  + Achievements—marathon participant, degree, recognition by Council, state, etc.
  + Deaths/illness
* Manage delivery of arrangements or cards for members (celebration, loss, etc.);
* Develop guidelines defining serious illness, items of concern, announcements and appropriate level of acknowledgement; and
  + Present to NTMCA Board
  + Present to membership for approval
* Review guidelines on annual basis

Municipal Clerk of the Year Committee Interested in Chair

* Coordinate with Secretary to publicize nominations in newsletters;
* Coordinate with Historian to publicize nominations on website;
* Provide articles for NTMCA newsletters (minimum of two per year—second and third quarters);
* Receive and review nominations;
* Nominate two (2) chapter members;
  + Chapter Municipal Clerk of the Year
  + TMCA City Secretary of the Year (meeting all State criteria)
* Coordinate and submit necessary paperwork for TMCA nominee State Municipal Clerk of the Year; and
* Responsible for plaques to be presented at June recognition luncheon;
  + Coordinate attendance of City Officials and family members

Nominating Committee Interested in Chair

* Coordinate with Secretary to publicize nominations in newsletters;
* Coordinate with Historian to publicize nominations on website;
* Provide articles for NTMCA newsletters (minimum of two per year—second and third quarters);
* Receive and review applications;
* Nominate officers for consideration by the membership for the upcoming year;
* Committee comprised of three members and immediate past president (non-voting liaison); and
* Committee meets in July and presents slate of officers to membership in August

Professional Seminar – March/April 2018 Interested in Chair

* Coordinate with Secretary to publicize seminar in newsletters;
* Coordinate with Historian to publicize seminar on website;
* Select location, date , time and topics (IIMC credit preferred);
  + Coordinate with Board—President and Vice President
* Organize speakers, food, door prizes and/or giveaways;
* Provide articles for NTMCA newsletters, as needed for marketing and informational purposes;
* Obtain sponsorships from associations related to the NTMCA field; and
* Prepare flyer and informational brochures to distribute at meetings

Technology/Communications Committee Interested in Chair

* Reviews and recommends changes/updates to the NTMCA website;
* Assist Historian with member pictures;
* Maintain communication with members regarding matters of interest and importance;
* Develop outreach programs

**Please return application to:**

**Sheila Morales, Town Secretary**

**Town of Copper Canyon**

**400 Woodland Drive**

**Copper Canyon, TX 75077**

**Telephone 940-241-2677 x2**

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