



OFFICER APPLICATION

APPLICANT INFORMATION

Name: _____ Title: _____

Municipality: _____ Address: _____

Phone (office): _____ Cell: _____

Email: _____

Number of Years as City Secretary (include municipality): _____

Number of Years as Deputy/Assistant City Secretary (include municipality): _____

*If currently serving as Deputy or Assistant, include a letter of recommendation from City Secretary

Treasurer Applicant - Number of years in municipal government (include municipality and title): _____

MEMBERSHIP INFORMATION:

NTMCA (provide dates): _____ TMCA (provide dates): _____

TRMC No.: _____ Recertification Date(s): _____
Include date issued

NTMCA Service:

Officer: _____

Committees: _____

Educational participation: _____

Special Projects:

TMCA: _____

NTMCA: _____

City/Other: _____

- Officer position desired: ☐ President ☐ Vice-President ☐ Secretary ☐ Historian
☐ Treasurer
- Are you willing to, if nominated, accept advancement to the offices of Secretary, Vice President and President? ☐ Yes ☐ No ☐ NA (Treasurer without TRMC)
- Does your City Council/Manager support your time commitment to serving as an Officer of NTMCA?
☐ Yes ☐ No

Signature

Date

NORTH TEXAS MUNICIPAL CLERKS ASSOCIATION

Officers Duties and Responsibilities

President:	The president presides at meetings; appoints various committees of the association; prepares articles of current news and events for monthly chapter newsletters and quarterly TMCA newsletters; and supports the chapter through mentorship.
Vice President:	The vice president is responsible for the educational programming of chapter monthly meetings; arranges programs and acquires speakers; assists the president in promoting the chapter; and act as the president in the absence thereof.
Secretary:	The duty of the secretary is to record and preserve minutes of chapter meetings; maintain chapter membership in Constant Contact; prepare and disseminate monthly chapter newsletters; inform membership of chapter meetings; collaborate with committee chairs to keep membership informed of activities and opportunities; and to act as Treasurer in the absence thereof.
Historian:	The duty of the historian is to maintain the chapter's website; memorabilia; archival records; member photo database; capture and memorialize members at both chapter and state meetings/events; and to act as the secretary in the absence thereof. The historian is responsible for preparing and distributing nametags during registration at chapter meetings.
Treasurer:	<p>The treasurer shall manage and serve as custodian of the chapter's funds. The treasurer shall ensure that appropriate accounting procedures and controls are in place at all times; review financial resources of the chapter to meet its present and future needs; and act as the vice president in the absence thereof. Examples of responsibilities include:</p> <ul style="list-style-type: none">• Receive revenues, make deposits and make payments of expenses of the chapter.• Prepare monthly treasurer reports (details the activity of the treasurer the deposits and expenditures).• Balance bank statements (monthly).• Prepare quarterly treasurer reports at the end of each quarter (December 31, March 31, June 30 and September 30).• Work registration desk with Historian• Maintain current membership list