



**NTMCA
2018-2019
COMMITTEE APPLICATION**

NAME _____ TITLE _____

ADDRESS: _____

PHONE: _____ CELL (OPTIONAL): _____

EMAIL: _____

PREVIOUS COMMITTEE SERVICE: _____

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 2019**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 – April 2019**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:

**Amy Shelley, TRMC
Deputy City Secretary
City of Southlake
1400 Main Street
Southlake, TX 76092**

Telephone 817-748-8015
ashelley@ci.southlake.tx.us