



NTMCA

2023-2024 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 Committee

- 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 December Holiday Party
- Provide articles for newsletter (minimum of two per year—second and third quarter)

Audit / Budget Committee

Audit

- 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
- Provide article for newsletter (minimum of one per year)

Budget

- 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

Bylaws / Legislative Committee – appointed in odd-numbered years

Bylaws

- 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

Legislative

- 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
- Provide a written end-of-the-year summary of topics of interest

Membership / Communications Committee

- 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
 - Present to NTMCA Board
 - Present to membership for approval
- Review guidelines on annual basis

Municipal Clerk of the Year Committee

- 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/submit paperwork for TMCA nominee State Municipal Clerk of the Year (April)
- Responsible for plaques to be presented at December Holiday Party (2024)
 - Coordinate attendance of City Officials and family members

Nominating Committee

- 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)
- Committee meets in July and presents slate of officers to membership in August

AD HOC COMMITTEES

Holiday Celebration 2023 – Ad Hoc Committee

- 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
- Provide articles for newsletter (first and fourth quarters)

Professional Seminar – Ad Hoc Committee

- 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, if in-person
- Provide articles for NTMCA newsletters, as needed for marketing and informational purposes
- Obtain sponsorships from associations related to the NTMCA field
- Prepare flyer and informational brochures to distribute at meetings

Please return application to:

Shelley Scazzero
City Secretary – Hudson Oaks
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