



## 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

### MEMBERSHIP INFORMATION:

NTMCA (provide dates): \_\_\_\_\_ TMCA (provide dates): \_\_\_\_\_

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

#### **NTMCA Service:**

Officer: \_\_\_\_\_

Committees: \_\_\_\_\_

Educational participation: \_\_\_\_\_

#### **Special Projects:**

TMCA: \_\_\_\_\_

NTMCA: \_\_\_\_\_

City/Other: \_\_\_\_\_

1. Officer position desired:  President  Vice-President  Treasurer  Secretary  Historian
2. Are you willing to, if nominated, accept advancement to the offices of Secretary, Treasurer, Vice President and President?  Yes  No
3. 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.

Treasurer: 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:

- 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

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.