



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.: _____ Recertification Date(s): _____
Include date issued

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.