

TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.

**TRUSTEE/OFFICER NOMINATION APPLICATION**

Applying for  Trustee or  Officer

*Note: must have served as a Trustee for two years prior to applying for an officer position*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

City: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Years served as a Municipal Clerk (*minimum of three years required*): \_\_\_\_\_

Years as a member of TMCA (*minimum of three years required*): \_\_\_\_\_

TRMC Certified (*required*):  Yes  No

TMCA Chapter(s): \_\_\_\_\_ Chapter member since: \_\_\_\_\_

Do you currently serve on the TMCA Executive Board:  Yes  No

If yes, current Board position held: \_\_\_\_\_

If you currently serve as a Trustee, how many years have you served? \_\_\_\_\_

Highlight the skills you have to serve as a trustee:

List your TMCA activities (including years) as committee member, convener, or special projects:

List your local Chapter activities (including years) as officer, committee member, or special projects:

Other professional activities (IIMC, TML, awards, etc.):

## TMCA TRUSTEE/OFFICER NOMINATION APPLICATION, continued

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The City of \_\_\_\_\_ understands and supports the time, travel, and financial commitment and financial requirement required to attend all necessary meetings and any other related matters that may be involved while serving on the Executive Board. Further, the City understands the expectation of the progression of the Board offices and the required one-year service commitment on the Advisory Management Committee after serving as President.

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Name & Title  
Mayor or City Manager

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Signature  
Mayor or City Manager

- \_\_\_\_\_ I have served at least two years on a TMCA committee.
- \_\_\_\_\_ I accept full responsibility to uphold the duties of this office and agree to comply with the Code of Ethics and Bylaws of TMCA, Inc.
- \_\_\_\_\_ I understand that the TMCA Executive Board meets four times a year for a full day in March, July, November, and at the Graduate Institute.
- \_\_\_\_\_ I understand that if I fail to attend more than one of the scheduled Executive Board meetings in a calendar year that I automatically vacate the office and may not subsequently serve as an officer or trustee for a period of one year [TMCA Policy Manual 7A(3)].
- \_\_\_\_\_ *If currently serving as a trustee:* I am interested in continuing to serve as a trustee if not nominated for an officer position.

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Signature

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Date

- **Please attach a letter of recommendation from a City Secretary (active or retired) or a Chapter President.**  
(Applicable to those applying as a first-time trustee or first-time officer.)

**Deadline** to submit an application to the TMCA Nominating Committee Chair is **May 1**. Please submit to:

**Committee Chair Jennifer Reyna, TRMC**  
TMCA Nomination Committee  
City of Alamo Heights, 6116 Broadway, San Antonio, TX 78209  
jreyna@alamoheightstx.gov