



**NTMCA  
2016-2017  
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)

**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 2017** **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 – March/April 2017

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:**

**Carol Borges, Deputy City Secretary  
City of Southlake  
1400 Main Street, Suite 270  
Southlake, TX 76092**

**Telephone 817-748-8015  
[cborges@ci.southlake.tx.us](mailto:cborges@ci.southlake.tx.us)**