

Guidelines and Expectations of Board Members (Directors and Directors in Charge)

Purpose:

Liaison between the Executive Board and member clerks in your region of the State. Each region shall hold at least two regional meetings annually.

Qualifications:

1. The directors must be active members of the Association.
2. Must be elected by a majority of the vote of the active members of the region voting.
3. Must serve for a term of two years, but no more than two consecutive terms, (a term being one year as Director and one year as Director in Charge). As Director in Charge you take the lead role for that year including managing the meetings.

Attendance:

1. Attend the Annual conference which will conduct **the first board meeting** of their term on the last day of the conference, time and place set by the President of the Association. **(this year it will be at 11am so plan accordingly)**
2. Attend all board meetings, whether in person or virtual and brief the bod on regional concerns, events, etc.
3. Attend all regional meetings.
4. Encouraged to attend other regional meetings at your expense.

Communication:

1. Prepare a list of all clerks in your region (or obtain the email group from the previous directors).
2. Provide information from the Board to region members as many may not be a part of Clerks Community (list serv).
3. Provide communications and suggestions from the regions' clerks at the Board meetings.
4. Notify the Vice President and Memorial Committee of any illnesses or deaths from your region.
5. Send a card to those ill.
6. In the event of a death your region can vote to donate on the deceased behalf to the scholarship fund of the association.
7. Encourage clerk's delinquent in dues to bring them current (if you would like a list the Treasurer or Vice President can provide it).
8. Notify the Executive Board of all **retiring clerks, new clerks** and clerks that will no longer serve as clerk in their county.
9. After a conference remind your clerks to enter their education hours and complete the grant reimbursement forms.

Meetings:

1. Assume responsibility in area meetings, seminars and conferences.
2. Appoint a treasurer who shall be in charge of all funds of the region and shall submit a treasurer's report at each regional meeting.
3. Encourage every county within the region to host an area meeting.
4. Make effort to move meetings around the region to encourage greater participation.
5. Encourage every clerk to participate in regional meetings.
6. Seek to provide meaningful education at the regional meeting.
7. Organize regional meetings so that there are at least two a year, Spring and Fall.

Planning a Regional Meeting:

Once a clerk volunteers to host a regional meeting you should assist them with the planning. All regional meeting travel expenses are the clerk's responsibility – not the region or the association.

1. Host clerk should coordinate schedules with Director in Charge (DIC). Vendors like to attend all regional meetings so please watch the CDCAT website for conflicts with other regional meeting dates.
2. Communicate to all regional members the date, time and location of regional meeting.
3. Host clerk should arrange for a meeting location.
4. DIC should assist in setting agenda and obtaining speakers, as needed.
5. Host Clerk should arrange for a hotel for those traveling and a room block.
6. Try to coordinate virtual attendance for those that cannot make the trip.
7. The agenda should be sent to the Association VP for educational credits approval.

Business Meeting:

A business meeting must be held at each region meeting. During the fall meeting you just have the minutes of the last meeting that you approve, the treasurer's report, secure the location of the next meeting, and any other business you need to address.

There are additional duties required in preparing the business meeting for the Spring meeting.

1. Nominate Clerks of the Year (deadline May 15th).
2. Vote for Director & Director in Charge (regions 1,2,3, and 4 elects in even years; regions 5,6,7, and 8 elects in odd years – report the new directors/directors in charge to the Vice President).
3. Appoint a regional treasurer (there is no term limit for the treasurer).
4. Encourage clerks to run for CDCAT Secretary (deadline May 1st).
5. Encourage clerks to submit their counties for the Conference City Selection and assist them in the process (deadline May 1st).
6. Decide on location for the next regional meeting.
7. Announcements and any other business.

Qualifications for Clerk of the Year and to run for Secretary:

1. An elected clerk that has been in office for at least four (4) years.
2. Holds a current certificate of membership (dues paid current).
3. Holds a current continuing education certificate issued by the Association (acquire your 20 hours for the previous calendar year).
4. Be willing to have your name submitted.

Once chosen, directors must deliver the COY guidelines and nomination form to the nominees for completion. Once directors receive the completed form and current picture they will forward it to the President.

Directors and Directors in Charge should read and be familiar with the Association by-laws. They should ensure that new clerks in their region are made aware of the association guidelines, dues, conference schedules and any other information necessary to get them off to a good start in the association.

Directors are the eyes, ears and voice of their regions.

Hosting a Regional Meeting

The following guidance for the clerks that volunteer to be hosts of a regional meeting.

1. Scheduled Hosts should communicate with each other in reference to the upcoming meeting.
2. Select a location where the meeting will be held. Location can be anywhere.
3. Location should be able to accommodate at least 40 people and allow for audio/visual equipment for speaker use. Try to supply virtual attendance for those that cannot travel.
4. Location should also allow room for catered food to be brought in for breakfast and lunch.
5. Secure speakers – Topics can be anything as long as they are educational. There is money to pay for a speaker but don't let it break the bank. Also obtain a bio from the speaker for proper introduction.
6. Allow time on the agenda for roundtable discussions as well as updates from prior conferences.
7. Bring some type of door prize slip to write the names on.
8. Secure vendors to sponsor breakfast and lunch (Vendors do NOT have to sponsor but they usually have in the past). Our registration fee should cover the costs for the meeting as well as lunch, if it is not vendor sponsored.
9. Secure speaker gifts for speakers outside of the clerk family. Gifts should be limited to \$25.00 each. Best option is some type of food gift. Gift cards are not acceptable.
10. Once your agenda is complete, send it to the Director in Charge (DIC) and she/he will send it to the CDCAT Vice President for Approval of Hours. Agenda should be completed at least 2 weeks prior to the actual meeting in order to give the DIC time to get the hours approved.
11. The DIC will email the Agenda to the region clerks, as well as the vendors. Attached is a sample agenda.
12. The day of the meeting the scheduled hosts are responsible for:
 - a. Getting there early to prepare for registration.
 - b. Checking clerks and vendors in.
 - c. Making sure clerks and guests (not vendors) sign a door prize slip.
 - d. Taking the registration money and then giving to the regional secretary after the fees are collected.
 - e. Each clerk, guest and vendor is required to pay the registration fee unless the vendor is sponsoring the lunch or breakfast.
 - f. Calling out door prize winners when the time has come.
 - g. Staying to help clean up the area that was used for the meeting.

Meetings are conducted by the Director in Charge. If the Director in Charge is unable to make the meeting, the Director will conduct the meeting. The following pages are examples of registration forms, agendas and additional information you may choose to share.

The Executive Board collaborated in making your choice to serve as a board member a little easier. We hope this helps!

SAMPLE

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REGION II MEETING April 8, 2022

County & District Clerks' Association of Texas

Registration Fee: \$50.00 (includes breakfast and lunch)

Please submit registration form by March 25, 2022 (Deadline for cancellation
refund March 3, 2022)

PRE MEETING EVENT:

DATE: Thursday, April 7, 2022

TIME: 4:30 p.m. – 6 p.m.

WHERE: Time Crunch Escapes

8004 Indiana Ave Ste A-16

Dinner at **Picosos** @ 6:30 p.m.

7611 Milwaukee Ave Lubbock, TX 7942



SPONSORED BY KOFIL TECHNOLOGIES & IDOC

DATE: Friday, April 8, 2022

TIME: 8 a.m. - 4 p.m.

WHERE: 50th Street Caboose

5027 50th Street Lubbock TX

General Meeting Room

*Breakfast & Lunch SPONSORED BY TYLER
TECHNOLOGIES & LGS*



NAME:

ADDRESS:

COUNTY:

_____ County Clerk
_____ District Clerk
_____ Combination Clerk

_____ Deputy
_____ Guest

Please check which event(s) you will be attending

_____ Thursday Evening Event: Time Crunch Escape Room, Picosos Restaurant

_____ Friday Event: 50th Street Caboose meeting

Checks payable to CDCAT Region II - Indicate if a receipt is needed _____

MAIL REGISTRAION TO:

Kelly Pinion
Lubbock County Clerk
P.O. Box 10536 Rm 207
Lubbock TX 79408

**Agenda and hotel
Information attached**

REMINDER!!

Bring a Door Prize &
Your name badges.

REGION II MEETING
County & District Clerks' Association of Texas
FRIDAY, APRIL 8, 2022

8:00-9:00	Registration / Breakfast : Sponsored by Tyler Technology
9:00-9:30	Welcome - Kim Carter & Paige Lindsey- Directors
	Introductions -
	Pledges- Invocation – Acknowledge Sponsors-KoFile, IDocket, Tyler Technologies & LGS
9:30-10:30	SB 6
	Sheri Woodfin
10:30-11:30	HR Recruitment & Retention
	Greg George Lubbock County HR Director
11:30-12:00	Social Media Service
	Sheri Woodfin
12:00-1:00	Lunch : Sponsored by Tyler Technology
1:00-2:00	Public Information Requests & Republic of Texas
	Jennifer Irlbeck- Lubbock County Assistant DA
2:00-3:00	Civil/Writs
	Professor Kristen Vander-Plas LaFreniere
3:00-3:15	Break
3:15-4:00	General Business meeting
	Announcements & Door Prizes
4:00	Adjourn

Hotels in Proximity to 82nd & Milwaukee

Hilton Garden Inn Lubbock ★ ★ ★ ★

6027 45th St, Lubbock TX 79407

806-776-3900

www.hilton.com

Hampton Inn & Suites Lubbock Southwest ★ ★ ★ ★

5614 Englewood Ave, Lubbock TX 79424

806-797-9600

www.hilton.com

Arbor Hotel and Conference Center ★ ★ ★ ★

6401 62nd St, Lubbock TX 79424

806-771-2420

www.choicehotels.com

Fairfield Inn Suites by Marriott-Lubbock ★ ★ ★

6435 50th St, Lubbock TX 79407

806-993-9000

www.marriott.com

Holiday Inn Express & Suites Lubbock West ★ ★ ★

6023 45th St, Lubbock TX 79407

800-345-8082

www.ihg.com

*Many other hotels are available in the area, do a Google internet search for "hotels in Lubbock, Texas".