

Duties of the Executive Board

You are probably wondering what to expect when on the executive board. How much time does it take from your duties at home, how much travel, work load, etc. Below are some general expectations and a primary list of duties expected for each executive board position.

General Duties

These duties apply to all executive board positions:

1. **Term of Office** – **being on the executive committee is a five (5) year commitment!** The Secretary is an elected position serving a term of one year or until the officer's successor has been duly elected and qualified. The Secretary shall progress to the Treasurer. The Treasurer shall progress to the Vice President. The Vice President shall progress to the President. The President shall progress to the Immediate Past President.
2. **Time Commitment** - the executive board members are expected to set an example for the membership by being punctual for their duties during conferences and meetings; stay through the entire conference; and to be available before and after each conference as requested by the President. The executive board members are expected to sit up front at the executive table in order to be available to conduct association business as needed.
3. **Travel** - the executive board members are expected to attend all conferences, board meetings and any other meetings the President might call, both in person and virtual.
 - a. Hotel reservations for the executive board are made and covered by the association.
 - b. You are responsible for registering and paying for your attendance at the conference.
 - c. You are responsible for travel and meals, although you should apply for the grant to cover the travel costs.
4. **Board of Directors** – you are automatically a member of the board of directors as long as you are a member in good standing and follow the bylaws of the association.
5. **Expenses** – you will be issued an association credit card for association expenses with prior approval of the President and Treasurer. All receipts must be turned into the Treasurer for reimbursement.
6. **Site Visit** – You will travel with the executive board on a site visit for the following years summer conference where the EBOD will review the conference location, plans, banquet arrangement, excursion, etc.

Secretary Duties

1. **Meeting Minutes** – you will take the minutes of the First Board Meeting of the newly appointed officers of the Executive Board and Board of Directors the last morning of the annual summer conference and take minutes of all the executive board and board of directors' meetings for approval at the following board meeting.
2. **Custodian of the CDCAT Seal** – you have custody of the seal, both current and historical.
3. **Custodian of CDCAT contracts** – store the executed contracts of the CDCAT.
4. **CDCAT Administrative Website** – you will add all approved minutes and bylaws on this website.
5. **New Clerks** – you will send new clerk's a welcome letter introducing them to the association.
6. **Bylaws committee** – you are now a member. You are responsible for updating the bylaws as voted on during the annual Summer conference.
7. **Conference Elections** – you are responsible for conducting the annual elections.
8. **Introduce the Clerk of the Year** - You will introduce a clerk of the year during the summer conference in which you transition to treasurer.
9. **Preparing for the Summer Conference.** – Distribute meeting minutes, prepare the new secretary binder; bring absentee ballots to the summer conference (if any), print the sign in sheets (if in person).
10. **Preparing for the incoming Secretary.** – Create the new board member sign in sheet and binder for the new secretary.

Treasurer's Duties

1. **Treasurer Surety Bond.** We have a blanket bond on each executive board title. It must be renewed every three years.
2. **Report new officers to Secretary of State.** Complete the Secretary of State report listing the new officers of the association.
3. **Establish a bookkeeping system (QuickBooks).** Currently CDCAT uses QuickBooks to keep an accurate record of all monies received and disbursed by the Treasurer.
4. **Collect, record, and track membership dues.** At this time TAC manages membership dues for the association by mailing the invoices and collecting payments. Payments are mailed to the Treasurer who will deposit the funds into the checking account and then record those payments for each clerk in Tracker.
5. **Receive, audit and pay all bills.** All bills due will be paid by the Treasurer after being verified as legitimate in a timely manner upon approval of the President. Expenditures made on the CDCAT credit cards will be verified and a receipt supplied to the Treasurer before reconciling the monthly bank statements.
6. **Make deposits.** All deposits into any of the three association accounts will be deposited by the Treasurer no later than five business days after receipt.
7. **Supply monthly reports.** Each month the Treasurer will reconcile the bank accounts and send reports to the President and Audit committee. All reports and receipts will be kept by the sitting Treasurer for five years. The chairman of the memorial committee should be notified of any donations to the memorial fund.
8. **Prepare the budget.** The Treasurer, with the assistance of the Vice President, shall prepare a budget to be reviewed by the Executive board and approved by the Board of Directors at the spring meeting for the following year.
9. **IRS Reporting.** All records pertaining to the financial business of the Association under the current treasurer shall be maintained by that Treasurer in accordance with IRS standards and facilitate the filing of all required legal documents for the Association, including the IRS reporting and issuing 1099's.
10. **Announce a Clerk of the Year.** During the summer conference you will prepare a presentation (with TAC help) and announce a Clerk of the Year along with the Secretary.
11. **Serve as a Moderator.** You will serve as a moderator at every conference at the discretion of the President.
12. **Pay scholarships.** Prepare the scholarship payments to recipient's colleges.
13. **Prepare for the incoming Treasurer.** Tax preparation and reporting requirements as outlined in the chapter.

Vice President Duties

1. **Vice President Surety Bond.** We have a blanket bond on each executive board title. It must be renewed every three years.
2. **Committee Members.** You are a member of the Bylaws and Education committees. As a member of the Education Committee your input will help mold the conference agendas. The conferences are planned in advance so remember to try and incorporate your theme ideas into the conferences that you will be the President.
3. **TAC Board.** You will take over on the TAC board for the Past President January of your term. You will receive an email invitation from TAC.
4. **Manage CE Tracker.** CE Tracker allows clerks to enter their continuing education hours. The VP manages the site by approving conference hours, approving clerk's submission of hours and producing reports as needed. Enter new clerks, update existing clerks and enter membership dues payments. Keep a list of active/inactive clerks and supply this to the Secretary by May 1st to confirm they are eligible to vote during the summer conference.
5. **Track Retired Clerks.** You should keep track of clerks that retire, and the clerks that replace them in CE Tracker. You should supply the historical and memorial committee with this information as appropriate.
6. **Prepare the Budget with the Treasurer.** Assist the Treasurer in preparing the budget to be approved by the Board of Directors at the spring meeting for the following year.
7. **Mobilize moderator.** Assist the Executive Board in moderating Mobilize - Clerk's Community by offering information on dues and answering questions as needed.
8. **Choose your Committees.** You need to work on appointing committee members to present to the board during the spring board meeting.
9. **Plan your Summer Banquet** – work with host clerks to plan the summer banquet where you will be sworn in as President.
10. **Prepare the Agenda for New BOD** – After the summer conference you will lead the board meeting. Prepare the agenda.
11. **New BOD and Committees** – Prepare welcome binders for the executive board, board of directors, and committee chairs.
12. **Wrap up Vice President Duties** – Onto President.
13. **Anything the President needs!** – Assist the President with anything they need. There could be times when you need to take over for them in the event of resignation, extended absence, etc.

President Duties

1. **Principal executive officer of the Association** and shall in general supervise and control all business affairs of the Association.
2. **Preside over all meetings** of the members and of the Board of Directors.
3. **Contracts** - sign, with the Secretary and any other proper officers of the Association authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments deemed necessary by the board.
4. **Committees** - Appoint the chairs and members of standing committees stated in the bylaws at the Annual conference and may designate and appoint any other committees from time to time as deemed necessary to conduct the business of the Association.
5. Shall fill vacancies occurring in any committee for the remainder of the term.
6. **Appoint a parliamentarian** who shall be an advisor to the President, other officers, committees and members of the Association on matters of parliamentary procedure during formal business meetings.
7. Serve on the Texas Association of Counties (TAC) Board of Directors.
8. Plan and manage the conferences for their term in office.
9. Any other duties as needed by the board.

If you are reading this in consideration of running for Secretary of the County and District Clerks' Association of Texas, I hope this summary of duties helps you make the decision. Deciding to run for another office is always a scary proposition but I encourage you to do so. Besides the work involved, the relationships you make and the personal growth you will experience will benefit you forever.

We look forward to seeing your name on the ballot this year!

Sincerely,

Patti L. Henry
President of the County & District Clerks' Association of Texas
Chambers County District Clerk