

CONSTITUTION AND BY-LAWS

ARTICLE ONE: NAME

The name of this Association shall be the New Hampshire City and Town Clerks Association. The seal of the Association is a quill pen and ink well overlaid on an outline of the State of New Hampshire in the inner circle. Around the outer circle are the words "New Hampshire City and Town Clerks Association - 1926".

ARTICLE TWO: PURPOSE

We, the City and Town Clerks of the State of New Hampshire, realizing the value and great importance of making and preserving true and accurate records which are required by law, not only for present use, but for future reference; and further cognizant of the need to exchange management skills and information critical to the performance of our duties; do hereby form ourselves into an Association to be known as the New Hampshire City and Town Clerks Association, dedicated to the following purposes:

To develop, exchange and disseminate information, ideas, recommendations, resolutions, and techniques relating to the offices of the clerk of our respective cities and towns.

To promote an understanding of intergovernmental relations.

To foster and encourage a higher degree of professionalism among clerks.

To bring together by annual, regional or any other informational meetings, the clerks of this State with a view not only to the exchange of ideas and fostering of a better acquaintance among the clerks, but also for the promotion of cooperation in the solution of common problems.

To empower, inspire, and support fellow clerks within the Association.

ARTICLE THREE: MEMBERSHIP AND DUES

Section 1. "Active Membership" shall be available to any Town or City Clerk, Deputy Clerk, or their assistant. Annual membership dues shall be \$20.00 for each town or city.

Section 2. "Affiliate Membership" shall be available to Tax Collectors who are responsible for motor vehicle registrations and who are not otherwise eligible for active membership yet are interested in the improvement of the methods and the administration of government and who subscribe to the objectives of the Association. Annual membership dues shall be \$20.00.

Section 3. "Associate Membership" shall be available to those who have left public employment and have held active membership with the Association, and who continue to subscribe to the objectives of the Association. Annual membership dues shall be \$20.00.

Section 4. “Honorary Membership” shall be available to any active or former member who has made a significant contribution to the Association in terms of their leadership skills or their efforts in legislative, educational or certification programs. Nominations shall be forwarded to the Secretary of the Executive Board for a vote. A resolution will be brought forth at the annual meeting by a majority vote of the members present. There shall be no annual membership dues for said Honorary Member.

Section 5. Annual dues for membership in the Association shall cover one (1) full year from the last day of the month in which membership becomes effective to December 31st of each year and annually thereafter. Annual dues shall be payable to the Treasurer on or before January 1st. When the dues of an active member(s) have been paid by the city or town in which such a member(s) serves, and thereafter during the period of such dues has been paid, and such active member(s) is disassociated from the office which qualified them for membership, the active membership of such member(s) shall be transferred to their successor.

Section 6. Classification of Members. The Executive Board shall have the power to determine the classification of any member and reject any application for membership for any member who is not a town or city clerk.

ARTICLE FOUR: VOTING RIGHTS

Except as otherwise provided, the right to vote is reserved and restricted to active members or their **written** appointed **designees**; however, each member jurisdiction is limited to one (1) vote. The majority vote of the Executive Board shall stand and remain as decided.

In the event that there is an emergency situation, and that the Executive Board needs to hold a special meeting and decide on an action item, a conference call-in meeting will be deemed as official. The Secretary shall take minutes, and votes shall be recorded by email or call. Minutes will be distributed to the Association as usual.

ARTICLE FIVE: OFFICERS AND EXECUTIVE BOARD MEMBERS

Section 1. The officers of the Executive Board shall consist of a President, a First Vice President, a Second Vice President, a Secretary, a Treasurer, and the immediate Past President. These officers along with twelve (12) Regional Co-Chairpersons **and one City Clerk** shall constitute the Executive Board.

Section 1a. The order of officers serving shall be based on the title and 1 year term expiration, with the exception of Secretary and Treasurer. In the event that the First Vice President chooses not to become President, the Second Vice President shall be considered by written notice by the exiting President. If the Second Vice President does not wish to serve, then the recommendation will be made by the Nominating Committee to the exiting President for a final decision. Any point that there is a decline in advancing, a written notice of resignation shall be required to be forwarded to the Secretary of the Executive Board.

Section 2. The Nominating Committee shall consist of five (5) members, the two (2) immediate Past Presidents, and three (3) Clerks to be elected by the membership at the annual meeting. No member of the Nominating Committee shall serve for more than three (3) consecutive terms. The Chair of the Nominating Committee shall be the immediate Past President.

2a. After the Regional Co-Chairpersons have been offered the opportunity to become an Officer, the Nominating Committee shall present the candidates for the slate of officers to the Secretary and President of the Executive Board no later than August's scheduled Executive Board meeting for discussion and inclusion in the notice of the annual meeting. Nothing contained herein shall prevent additional nominations from being made from the floor. Officers are to be elected at each annual meeting for one-year terms.

Section 3. Regional Co-Chairpersons shall be appointed for two-year terms and may not serve more than three (3) consecutive terms, unless no other appointment recommendation from the Nominating Committee is forthcoming. Upon the adoption of this provision, one (1) regional Co-Chairperson shall serve for a period of one (1) year and thereafter each term shall be a two (2) year term, staggering with the other Co-Chair term expiration. In the event of any two (2) year term expiring, the Region of the expiring Co-Chair shall be notified appropriately by the Secretary. If any Association member of said region is interested in serving, they too shall be considered in addition to the current Chairperson if they expressed interest to continue. In order to be considered, any interested candidates must contact the Nominating Committee Chair. It is the responsibility of the Nominating Committee to properly vet any interested candidate and forward all candidates and the Committee's recommendation to the President for the final decision.

3a. With proper notification to the body, i.e., Association, if an opening occurs for a Regional Chair position, the interested candidate of the Association must contact the Chair of the Nominating Committee to be considered. After a two month time frame and recruitment of the vacancy, in the event that no Town Clerk belonging to that particular Region is interested in serving, a Deputy Town Clerk from said region may be considered by special exception from the Executive Board accompanying a letter of support by the Town Clerk.

3b. The President may choose to follow the recommendation from the Nominating Committee in regards to appointment of regional Co-Chairpersons. Ultimately, the President shall appoint two (2) regional co-chairpersons each to represent the following regions: Dartmouth-Lake Sunapee Region, Monadnock Region, Merrimack Valley Region, White Mountains Region, Lakes Region, and Seacoast Region.

Section 4. Should any member of the Executive Board resign or become deceased during their term of office, after proper notification to the body i.e., Association, and process is followed reference in Section 3a, the President is authorized to appoint a successor to be approved by the Executive Board, to serve until the next annual meeting. Any Executive

Board member who fills an unexpired term due to a vacancy shall be eligible to be nominated and elected to a full term.

ARTICLE SIX: POWERS AND DUTIES OF EXECUTIVE BOARD

Section 1. The Executive Board shall have full power to carry out all the purposes of the Association but shall not have the right to amend its Constitution and By-Laws. The Executive Board shall require a good and sufficient bond for any officer engaged in a fiduciary capacity for the accomplishment of its objectives, the premium on such bond shall be filed with and held by the Secretary of the Association.

1b. The officers and members of the Executive Board shall, in the course of carrying out their duties as officers and members, act in a professional and ethical manner in the interest of promoting the integrity and reputation of the Association and Executive Board.

Section 2. The President, or in their absence, the ranking Vice President, shall preside at all meetings of the Association and of the Executive Board. The President shall appoint all committees for said committee members except as otherwise provided by these By-Laws and shall perform such other duties referenced in Prefix II as may be required by custom or by the welfare of the Association.

Section 3. The First Vice President shall serve as an ex-officio member of the Legislative Committee and shall preside over meetings in the President's absence. They shall perform other duties as described in Prefix II.

Section 4. The Second Vice President shall serve as an ex-officio member of the Conference Committee and shall preside over meetings in the President's and First Vice President's absence. They shall perform other duties as described in Prefix II.

Section 5. The Secretary shall keep a record and publish all meetings and agendas of the Association and of the Executive Board in a timely fashion. They shall keep a roster of the membership and in conjunction with the webmaster, give notice of all meetings, agendas, draft and finalized minutes of the Association to be posted on the Association's website, and distributed throughout the body. They shall discharge such other duties pertinent to the office or as may be assigned by the Association, the President, or the Executive Board. Upon the election of their successor or disqualification from office, all properties and equipment belonging to the Association shall be delivered to the President of the Association. The Secretary shall present a report during the business proceedings of the annual meeting. No person shall serve more than five (5) consecutive terms in the office of Secretary. They shall perform other duties as described in Prefix II.

Section 6. The Treasurer shall collect and disburse all funds of the Association and account for the same. They shall keep all funds of the Association in a depository in the name of the Association and shall perform such other duties as pertain to the office or as may be assigned by the Association, the Executive Board, or the President. Upon the election of their successor or disqualification from office, all properties and equipment belonging to the Association shall be delivered to the President of the Association. The

Treasurer shall present a financial statement during the business proceedings of the annual meeting. They shall meet with Finance Committee annually to audit financial records. No person shall serve more than five (5) consecutive terms in the office of Treasurer. They shall perform other duties as described in Prefix II.

Section 7. Regional co-chairpersons shall organize a yearly meeting of their regional clerks with the appropriate State Departments invited to send representatives. They shall also be responsible for relaying information to the Executive Board regarding any deceased clerk as well as any personal information which would be of interest to the membership of the Association. Regional Co-Chairpersons are required to maintain and update all records with respect to the Regional finances, and to assemble the regional basket for the Annual Meeting. Regional Co-Chairpersons may offer additional gatherings as they see fit within their own Region to discuss, mentor, and ultimately provide support to Clerks, and to solidify and enhance communication from Clerks around the State to the Executive Board. They must review important details regarding Regional Co-Chairpersons in Prefix III i.e. Guidelines and Policy procedures.

Section 8. Any member elected or appointed to serve as an officer or member of the Executive Board shall be terminated at the discretion of the Executive Board by a vote as an officer or member of the Executive Board. Upon being absent for more than two (2) consecutive meetings of the Executive Board for other than extenuating circumstances, or in such case that the Executive Board determines that such member or officer has not acted in conformity with their duties or has not followed the Constitution and By-Laws as prescribed, at which time they shall no longer be considered a member of such board or committee. Any complaint towards this action must be filed in writing to the President and to the Secretary so that the Executive Board may act appropriately.

ARTICLE SEVEN: STANDING OR SPECIAL COMMITTEES

The President is authorized to appoint such committees and committee members, as may be deemed necessary. All chairpersons of Standing Committees shall present a report during the business proceedings of the annual meeting. The following shall be the Standing Committees of the Association: Legislative Committee, Scholarship Committee, Resolutions Committee, Finance Committee, Nominating Committee, By-Law Review Committee, and the Conference Committee.

SPECIAL COMMITTEES CURRENTLY RECOGNIZED IN THE ASSOCIATION:

Vital Records Improvement Fund Committee, Record Retention Committee, Education Committee, Website Committee, New Clerk's Workshop, and Town Clerk/Tax Collector Joint Certification Committee.

ARTICLE EIGHT: MEETINGS

Section 1. The annual meeting shall be held at such time and place as the Executive Board may determine and notice thereof shall be mailed by the Secretary to each active,

affiliate, associate and honorary member at least thirty (30) days prior thereto. Sixty (60) members shall constitute a quorum for the transaction of business at the annual meeting.

Section 2. Special and/or regional meetings may be called at the discretion of the Executive Board, but no business except that for which said meetings are called shall be transacted. Executive Board meetings shall be held during each month or at the discretion of the President at a date and place to be chosen by the President.

ARTICLE NINE: SALARIES AND EXPENSES

The Secretary and Treasurer shall each receive an annual salary of \$500.00. Members of the Executive Board and other members of Standing Committees or on extenuating circumstances may request reimbursement for travel. They must provide receipts and back up documentation to present to the President and the Treasurer. They shall be entitled to compensation for their expenses in attending the meetings and expenditures incurred on behalf of the Association.

ARTICLE TEN: FISCAL YEAR AND AUDIT

The fiscal year of the Association shall be January 1 to December 31. The Executive Board shall require an annual audit of the books and accounts of the Association by the Finance Committee, with the Treasurer present at the end of the fiscal year. The audit report shall be submitted to the Executive Board by the April meeting. Should the Treasurer resign or become deceased an audit shall be performed within 30 days.

ARTICLE ELEVEN: AMENDMENTS TO CONSTITUTION AND BY-LAWS

Proposed amendments to the Constitution and By-Laws shall be forwarded from the By-Law Review Committee in writing annually prior to August's Executive Board meeting, setting forth the particular change or changes proposed and shall be filed with the President, to be discussed at the Board meeting. The Constitution and By-Laws of the Association may be amended at any annual meeting by two-thirds (2/3) vote of the members present provided that a copy of the proposed amendments shall be included in the notice of the meeting. The record of such amendment as voted shall be entered in the permanent records of the Association. Any amendment shall become effective upon its adoption unless otherwise provided.

ARTICLE TWELVE: DISSOLUTION

Be it resolved that in the event it should become necessary for the New Hampshire City and Town Clerks' Association to be dissolved, and once outstanding encumbrances and responsibilities have been met, any assets should be sold or otherwise dispensed. Finally, Association monies will be distributed evenly to New Hampshire cities and towns and unincorporated places.

PREFIX I: CODE OF ETHICS

MISSION AND PURPOSE:

While roles and responsibilities may vary from city to city and town to town, the MUNICIPAL CLERK'S commitment to their profession remains steadfast, providing the highest level of service to all customers. It is hoped that clerks develop, maintain, and refine the knowledge base required to serve their customer. The clerks around the state should participate in educational programs specifically designed for their profession. Upholding honest principles, ever conscious that public office is a public trust. Clerks should possess high, consistent standards of conduct, fairness; respect, responsibility; trust, and above all confidentiality. Remember, that a code of ethics will not solve all ethical problems:

"But we must remember that good laws, if they are not obeyed, do not constitute good government. Hence there are two parts of good government; one is the actual obedience of citizens to the laws the other part is the goodness of the laws why they obey."
(Aristotle, Politics 1292a3-6)

CLERKS, when elected or appointed, must be truthful and trustworthy in their positions at all times.

CLERKS must take full responsibility for their actions, relating to service, productivity, and accountability.

CLERKS should be sensitive toward others and respect their viewpoints

CLERKS must have patience, understanding and compassion

CLERKS should attempt to resolve problems without creating new ones

CLERKS should make honest decisions at all times

CLERKS should, at all times, work toward the maintenance and promotion of high standards of practice in their profession

CLERKS should uphold and advance the values, ethics, knowledge, and mission of their profession

CLERKS should not participate in, condone, or be associated with dishonesty, fraud, or deception

CLERKS should strive to become and remain proficient in their professional practice and the performance of professional functions.

CLERKS should keep current with emerging knowledge relevant to the duties of their office.

CLERKS should routinely review the state statutes, legislative updates, and any other information relevant to their elected and/or appointed position

CLERKS, who speak on behalf of the New Hampshire City & Town Clerks' Association, should accurately represent the Association, only if the Executive Board or the membership of the Association has voted in the majority to support or oppose an issue. Otherwise, clerks should speak on their own interests or that of the town or city they represent.

CLERKS should not permit their private conduct to interfere with their ability to fulfill their professional responsibilities to either their town or to the association.

CLERKS should record all documents/records that are required by state statutes and maintain such documents/records for the number of years required by state statutes or relevant contracts respecting and protecting the confidentiality of all records under their jurisdiction

CLERKS should not enter into a dispute between municipalities and another clerk, unless they do so on their own and not as a member of the New Hampshire City & Town Clerks' Association

CLERKS must be familiar with the right-to-know laws of the State of New Hampshire

Town and city clerks are elected and/or appointed by the citizens who have the utmost trust and faith in the clerk's ability to fairly and honestly serve their community. Let us all live up to that trust with honor and dignity.

Prefix I: Code of Ethics was adopted on the 17th DAY OF JUNE 2009
By the New Hampshire City & Town Clerk's Executive Board.

PREFIX II: OFFICER'S JOB DESCRIPTIONS

PRESIDENT JOB DESCRIPTION

The President is elected at the annual business meeting of the NHCTCA and serves for one year.

Requirements:

1. Personal commitment to devote the time necessary to perform the responsibilities of President.
2. Knowledge of New Hampshire State RSA's
3. Knowledge of the Legislative process.
4. Ability to work offsite.

5. Excellent verbal and writing skills, the ability to communicate effectively and in a professional manner.

Responsibilities:

1. Send correspondence to the State agencies, introducing yourself as the newly elected President of the Association.
2. Set meeting dates with DMV and HAVA for use of their conference rooms for monthly Executive Board meetings.
3. There are no meetings in May due to the Regional Meetings. Check dates for Joint Certification Program and NEMCI&A. Dates for the New Clerk's Workshop should be set for April. Also, a note on the website introducing yourself and something about the Association.
4. Responsible for setting the Agenda for the monthly Executive Board meeting, and sending it out via email to the board members. Contacting the State Agencies to remind them of the meetings.
5. Welcome new clerks at the New Clerk Workshop, inform them of educational training for elections, motor vehicles and titles, regional meetings, (can attend any region), certification for both New Hampshire and New England and sources of information such as the Town Clerk website at www.nhctca.com.
6. Attend all Regional Meetings in May, you will need to speak at these meetings, mentioning anything that is new, the agencies that will be presenting, the conference and the certification classes for New Hampshire and New England. The Association banner must be brought and displayed at each Regional Meeting, also to the Conference. The banner is turned over to the new President after the conference has ended.
7. Send letters of congratulations to the graduates of New Hampshire and New England Certification programs on behalf of the Association. You will be invited to attend the graduation ceremonies of both programs.
8. Work closely with the Conference Committee, you will need to write a brief welcome letter that will appear in the beginning of the program that lists some of the things that happened during the year, this is in the clerk's packets they receive when they check in at the Conference.
9. Responsible for getting the Master of Ceremonies.
10. An Executive Board meeting is held on the morning of the first day of the Conference.
11. At the opening of the Conference recognize the Executive Board, as President, you will run the business meeting. At the first and second day of the Conference, you open the sessions, welcome the Attendees, and provide any updates or messages that may need to be done. At this time, the Conference Chair will introduce the speakers for each session. On the last day of the Conference, the new President holds a Breakfast Executive Board meeting, this is usually a rap session that the Conference Chair carries out.
12. Costs for the President are paid by the Association. (September, 1955 vote of the Executive Board)
13. Occasionally, concur with By-Law Review Committee to see if changes should be made.

1ST VICE PRESIDENT JOB DESCRIPTION

The 1st Vice President is elected at the annual business meeting of the NHCTCA and shall serve for one year.

Requirements:

1. Personal commitment to devote the time necessary to perform the responsibilities of 1st Vice President.
2. Knowledge of New Hampshire State RSA's.
3. Knowledge of the Legislative process.
4. Excellent verbal and writing skills, the ability to communicate effectively and in a professional manner.

Responsibilities:

1. The 1st Vice President shall serve as ex-officio member of the Legislative Committee.
2. Presides over meetings in the President's absence.
3. Attends monthly meeting
4. Send letter/call Secretary of State to ask him to swear you in at the Conference.
5. Prepares agenda and run the business/breakfast meeting on the last day of the Conference.
6. Leads the Pledge of Allegiance at the Annual Business meeting.
7. Presents gift to President at the banquet.
8. Prepares acceptance speech for the banquet.
9. Presents Past President's pin to outgoing President.

2ND VICE PRESIDENT JOB DESCRIPTION

The 2nd Vice President is elected at the annual business meeting of the NHCTCA and shall serve for one year.

Requirements:

1. Personal commitment to devote the time necessary to perform the responsibilities of 2nd Vice President.
2. Knowledge of New Hampshire State RSA's.
3. Knowledge of the Legislative process.
4. Excellent verbal and writing skills, the ability to communicate effectively and in a professional manner.

Responsibilities:

1. Presides over meetings in the absence of both the President and 1st Vice President
2. Shall be a member of the Conference Committee.
3. Shall be a member of the Legislative Committee.
4. Attends monthly meetings
5. Brings NH map to Conference
6. Prepares inspirational words for the annual business meeting.

TREASURER JOB DESCRIPTION

The Treasurer shall collect and disburse all funds of the Association and account for them. The Treasurer will deposit all monies in the name of the Association at a financial institution. The Treasurer is elected at the annual meeting of the NHCTCA and shall serve a one year term for no more than 5 consecutive terms.

Requirements:

1. Financial knowledge of the organization.
2. Personal commitment to devote the time necessary to perform the responsibilities of Treasurer.
3. Understanding of financial accounting.

Responsibilities:

1. Provides an accounting of the Association for the NHCTCA Executive Board Meetings.
2. Provides an annual report to the NHCTCA at the annual business meeting held at the Conference.
3. Files federal taxes.
4. Guides the NHCTCA Executive Board with financial decisions.
5. Deposits money on a weekly basis.
6. Collects all money that is made out to the NHCTCA.
7. Pays all invoices, contracts, and obligations in a timely fashion.
8. Maintains the checking account and investment accounts (if applicable).
9. Prepares monthly mileage log for Executive Board and writes a check quarterly for Executive Board Members.
10. Meet with the Finance Committee annually to audit the books.
11. Final term of office, current Treasurer shall serve through December 31 of the current year for the orderly transition to the new incoming treasurer.
12. The Treasurer receives an annual stipend of \$500.00.
13. Perform any other duties assigned by the Executive Board.

SECRETARY JOB DESCRIPTION

The Secretary is elected at the annual business meeting of the NHTCA and shall serve a one year term for no more than 5 consecutive terms.

Requirements:

1. Personal commitment to devote the time necessary to perform the responsibilities of Secretary.
2. Excellent verbal and writing skills, the ability to communicate effectively and in professional manner.
3. Perform any other duties required by the Executive Board.

Responsibilities:

Monthly:

1. Attend monthly meeting and take notes.

2. Prepare minutes of Executive Board Meeting, email them to membership and honorary members.
3. Maintain clerk information database, email addresses and mailing labels.
4. Prepare information sheet for new clerks.

Annually:

Pre-Conference:

1. Copy minutes of prior year Conference for the Conference packets.
2. Send notice of the Annual Business Meeting, Slate of Officers, Longevity Awards and Resolutions out to the membership and to the webmaster to post on the NHCTCA website 30 days before the Conference.
3. Send out Conference registration forms.
4. Review member information and eligibility for Longevity Awards and send list to the membership and send to webmaster to post on the website.
5. Prepare Longevity Awards, have them signed by the Secretary and the President, ready for distribution at the Conference Business meeting.
6. Prepare minutes of the annual meeting and send a copy to the webmaster to post on the NHCTCA website.

Post-Conference:

1. Update member information sheets noting any changes (longevity awards given, committees appointed to, or served on.
2. Notification to State and affiliate organizations as to newly installed members (Secretary of State, Vitals, Motor Vehicle, New England, IIMC, NHMA, etc.)
3. The Secretary receives an annual \$500.00 stipend and mileage reimbursement for monthly meetings.
4. The Secretary cannot serve for more than 5 years.

PREFIX III: REGIONAL CO-CHAIRS GUIDELINES AND POLICY

The NHCTCA divides the state into six regions (a list of the regions – and the towns and cities that fall into each region – is attached. As set forth in Article Five of the Constitution and By-Laws of the New Hampshire City and Town Clerks' Association, the President shall appoint two (2) regional Co-Chairpersons ("Co-Chairs") to represent each of the six regions. Co-Chairs shall be appointed for two-year terms and may not serve more than three (3) consecutive terms, unless no other appointment is forthcoming.

All Co-Chairs are responsible for three principal duties, performed on an annual basis: 1) organizing the spring workshop; 2) assembling the regional basket for the fall Conference, and 3) maintaining and updating all records with respect to the regional checking account and contact information.

1. Spring Workshop

The Co-Chairs are responsible for working together to organize the spring workshop. The spring workshop is an opportunity for each region's clerks to attend training presented by the state agencies with whom clerks work most frequently. The date and location of the workshop should be tentatively set by the Co-Chairs and then cleared with the Association President before any plans are finalized. Once the Association President has approved the date, the plans should be confirmed. Co-Chairs are allocated \$500.00 toward expense. These funds are to be used to help offset the costs of their regional workshops. These costs include, but are not limited to, paying for the meals of the invited state speakers; mailings; copies; and any other expenses that may occur (the Executive Board may vote to change the amount at any Executive Board Meeting). The Co-Chairs are responsible for collecting the registration fee, which should include the cost of the meal for each Town Clerk and state agency representative attending the meeting; it should also include an additional \$2.00 per registration for the regional basket drawn at the annual Conference each year. Each region is also responsible for providing a complimentary meal for the NHCTCA President. A raffle may also be held at the workshop to help offset costs. The Co-Chairs are responsible for inviting the following state speakers:

Department of Safety
Bureau of Vital Records
Secretary of State
(Any other state officials the Co-Chairs deem necessary to invite)

The Co-Chairs set the agenda for the meeting, making sure adequate time is allotted for all presenters by coordinating with them beforehand to ascertain how much time each will need. Due to budget concerns, each presenting agency should be encouraged to send only one presenter per program area: however, given that agency participation and networking is an important part of the workshop, should an agency feel strongly about sending more presenters they should not be discouraged from doing so.

The Co-Chairs are responsible for sending invitation letters to all clerks in their regions, which shall contain a registration form and a tentative agenda (these invitations may be sent via email). The Co-Chairs shall also send letters to the above list of state speakers.

Upon response from the above mentioned, the Co-Chairs will prepare an agenda. All speakers must go through the Co-Chairs to request attendance at the meetings. If the Co-Chairs agree there is enough time to allocate to an additional speaker that is not an invited speaker, these speakers will be responsible for registering and submitting the required registration fee. In coordinating with the workshop location, the Co-Chairs should make sure there are enough place settings for all attendees, including state presenters.

At the end of the workshop, brief minutes of the meeting should be composed and sent to the NHCTCA Webmaster.

2. Regional Basket

Each region assembles a gift basket to be drawn at the annual Conference. Co-Chairs are free to set a theme, if they choose. The Co-Chairs coordinate on the preparation of the basket, including the purchase of all items to be included and the retention of all receipts for reimbursement and reference during the audit. By a predetermined deadline before the Conference, one of the Co-Chairs must provide a list of the contents of the basket to the appropriate contact at NHCTCA for use in preparing Conference materials.

3. Regional Checking Account

As noted above, Co-Chairs are allocated the amount of \$500.00 to fund the regional checking account. This amount must be requested, in writing, from the Treasurer of the Association. These funds are used for helping to offset the costs of the regional workshops and for purchasing items for the regional basket. Any balance significantly over \$500 should be returned to the Association treasurer by check.

All receipts for both the regional workshop and the regional basket are to be kept with the binder that holds the monthly bank statements and all other documents pertaining to the regional checking account. A check register is also kept, with any deposits or withdrawals entered clearly and accurately as soon as possible after they occur. The check register should be reconciled with the monthly bank statement promptly and any discrepancies resolved.

All account records should be kept in good order in preparation for the annual regional accounts audit, which typically occurs during the summer following the previous calendar year. All transactions occurring during the previous calendar year will be audited at that time. For the audit, the Co-Chairs should bring the binder containing the bank statement, all receipts, and the check register (see the attachment, Regional Audit Proposed Process, for recommendations regarding how to best prepare for the audit).

Last Revision: September 08, 2021