

TCA BOARD POSITIONS

Job Descriptions

President:

The President's job includes, but is not limited to the following:

- Presiding over all Board meetings and General Membership meetings
- Supervising the affairs of the corporation
- Appointing committee chairs as needed
- Acting as an ex-officio member of all committees
- Serving as a secondary signer on the checking account
- Serving as part of the Executive Committee to act on behalf of the Board of Directors in the event of an emergency
- Contributing to *The Joey Journal*
- Promoting TCA in the great state of Texas

Vice President:

The Vice President's job includes, but is not limited to the following:

- Attending all Board meetings and General Membership meetings
- Fulfilling the duties of the President in his/her absence
- Coordinating alley applications and reports
- Acting as the primary point of contact between the Board of Directors of TCA and the General Membership of TCA
- Serving as part of the Executive Committee to act on behalf of the Board of Directors in the event of an emergency
- Willing to perform other duties as assigned by the President
- Being willing and available to work on TCA committees
- Contributing to *The Joey Journal*
- Promoting TCA in the great state of Texas

Secretary:

The Secretary's job includes, but is not limited to the following:

- Attending all Board meetings and General Membership meetings
- Keeping all records and correspondence of the corporation
- Recording the minutes from each Board meeting and General Membership meeting, copying and distributing said minutes to each board member and the Editor of *The Joey Journal*
- Sending out to and receiving proxy statements from each board member before each quarterly Board meeting
- Answering correspondence for the corporation when requested by the President and keeping an accurate file of all correspondence
- Serving as part of the Executive Committee to act on behalf of the Board of Directors in the event of an emergency
- Preparing voting ballots as needed
- Holding the corporate seal
- Willing to assist the President where needed
- Willing to perform other duties as assigned by the President

- Being willing and available to work on TCA committees
- Contributing to *The Joey Journal*
- Promoting TCA in the great state of Texas

Treasurer:

The Treasurer's job includes, but is not limited to the following:

- Attending all Board meetings and General Membership meetings
- Maintaining the financial records of the corporation including quarterly financial reports and budget reports
- Preparing and mailing annual membership Dues Renewal notices and membership cards; notifying Area Directors of new members in their respective areas
- Maintaining complete membership database
- Providing a bi-monthly list of current membership to the Editor of *The Joey Journal* so that labels can be printed (or providing printed labels)
- Serving as the primary signer on all bank accounts and making deposits in a timely manner
- Holding the corporate credit card
- Paying all expenses in a timely manner
- Preparing the annual budget
- Filing an annual tax return (if applicable) and/or any other federal, state or local government forms in a timely manner
- Providing coverage for the TCA table at annual conventions for new member registrations, dues payments, membership status, etc.
- Willing to perform other duties as assigned by the President
- Being willing and available to work on TCA committees
- Contributing to *The Joey Journal*
- Promoting TCA in the great state of Texas

Sergeant-At-Arms:

The Sergeant-At-Arms' job includes, but is not limited to the following:

- Attending all Board meetings and General Membership meetings
- Maintaining order during TCA Board meetings and General Membership meetings
- Enforcing Roberts Rules of Order at both TCA Board meetings and General Membership meetings
- Keeping track of all TCA merchandise
- Running bi-annual elections, including balloting
- Handling any vote at the General Membership meeting
- Willing to perform other duties as assigned by the President
- Being willing and available to work on TCA committees
- Contributing to *The Joey Journal*
- Promoting TCA in the great state of Texas

Area Director:

The Area Director's job includes, but is not limited to the following:

- Attending all Board meetings and General Membership meetings
- Taking pertinent information from those meetings to their region
- Voicing concerns to the Board from regional members
- Sending out a Welcome Packet to new members in their region
- Following up with members who do not re-up to determine reasoning
- Promoting TCA merchandise and maintaining an inventory for proper accountability of same
- Providing the Board with input regarding trends and popularity of merchandise
- Encouraging alleys to exchange newsletters
- Introducing First-time convention attendees from their region at the Annual Convention
- Encouraging new clowns in their growth in the art of clowning
- Encouraging each member to attend TCA conventions
- Willing to perform other duties as assigned by the President
- Being willing and available to work on TCA committees
- Contributing to *The Joey Journal*
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