

TSHRA will have vacancies for the Chair, Co-Chair, Secretary, Technical Secretary and Treasurer Positions for the next membership year which is September 1, 2010-August 31, 2011. If you are interested in being on the nomination ballot or would like to nominate someone, please send the following information no later than July 9, 2010 to Rebecca.Gonzales@tpwd.state.tx.us:

- Nominee name
- Nomination slot
- Agency name
- Contact phone number
- Email address

Votes will be cast at the July 15 TSHRA meeting. A brief description of each position is described below.

BOARD VACANCY DESCRIPTIONS

Chair

The Chair presides at all meetings of the Association and of the Executive Committee. The Chair has general supervision of the affairs of the Association and performs the responsibilities usually entrusted upon the chief executive of such an association. Responsibilities may include:

- Finding speakers for meetings
- Introducing speakers at meetings and providing information to TSHRA members
- Coordinating and scheduling Board meetings to discuss agendas for TSHRA meetings
- Working closely with all Board members to ensure success of the TSHRA board
- Providing feedback on suggested speakers and topics for TSHRA meetings
- Picking up items such as coffee, donuts, supplies, and other materials needed for TSHRA meetings

Vice-Chair

The Vice-Chair exercises all the functions of the Chair in his or her absence. The Vice-Chair is automatically appointed as Chair the next year. Responsibilities may include:

- Assisting Chair with finding speakers for meetings.
- Assisting with introduction of speakers at meetings and providing information to TSHRA members with information.
- Assisting with coordination of meetings for Board to discuss meeting agendas for TSHRA meetings
- Working closely with all Board members to ensure success of the TSHRA board
- Attending meetings as scheduled by Board Chair to discuss agendas for TSHRA meetings
- Providing feedback on suggested speakers and topics for TSHRA meetings
- Picking up items such as coffee, donuts, supplies, and other materials needed for TSHRA meetings
- Other duties as assigned by the Chair

Secretary

The Secretary keeps a full and accurate record of the proceedings and transactions of all meetings of the Association and of the Executive Committee. The Secretary attends all Association meetings. Responsibilities may include:

- Sending out meeting and Association information to TSHRA members via email
- Reserving meeting location and setting up of meetings
- Ensuring set up and necessary items such as sign in sheets, supplies, handouts, are available for each meeting

- Working closely with all Board members to ensure success of the TSHRA board
- Attending meetings as scheduled by Board Chair to discuss agendas for TSHRA meetings
- Providing feedback on suggested speakers and topics for TSHRA meetings
- Assisting in picking up items such as coffee, donuts, supplies, and other materials needed for TSHRA meetings
- Other duties as assigned by the Chair

Technical Secretary

The Technical Secretary maintains the Association website. Responsibilities may include:

- Updating website with information such as (but not limited to):
 - Meeting agendas
 - Job Postings
 - Training Information
- Ensuring that the web hosting and domain name accounts are paid on a timely basis to ensure no loss of subscription services
- Working closely with Secretary to ensure that information needed for website is received and/or updated
- Assisting Secretary with sign in sheets for TSHRA meetings and providing copies of handouts as necessary for the meeting
- Working closely with all Board members to ensure success of the TSHRA board
- Attending meetings as scheduled by Board Chair to discuss agendas for TSHRA meetings
- Providing feedback on suggested speakers and topics for TSHRA meetings
- Assisting in picking up items such as coffee, donuts, supplies, and other materials needed for TSHRA meetings
- Other duties as assigned by the Chair

Treasurer

The Treasurer manages the treasury of the Association. The Treasurer keeps accurate records and supporting documentation for all transactions. The Treasurer attends all Association meetings. Responsibilities may include:

- Tracking and making payments for TSHRA
- Refunding expenses for supplies, food and beverages purchased by TSHRA officers
- Retrieving mail from postal service
- Making payment to speakers for TSHRA meetings, as needed
- Working closely with all Board members to ensure success of the TSHRA board
- Attending meetings as scheduled by Board Chair to discuss agendas for TSHRA meetings
- Providing feedback on suggested speakers and topics for TSHRA meetings
- Assisting in picking up items such as coffee, donuts, supplies, and other materials needed for TSHRA meetings
- Other duties as assigned by the Chair