

Texas Speech Communication Association

Leadership Handbook

Updated 2016

Texas Speech Communication Association Mission

It is the mission of Texas Speech Communication Association to:

- Promote effective communication,
- Prepare our members for the challenges of tomorrow through educational and political awareness,
- Stimulate the intellectual and professional enrichment of our members,
- Develop a partnership among the various disciplines and professions in the field of communication,
- Act in the best interests of our members, students, and community to advance the importance of effective communication, and
- Enhance proficiency in communication instruction.

Duties as delineated in the bylaws

- The President of TSCA shall serve as the presiding officer at the annual business meetings, Executive Committee, Executive Council and any other meeting of the association as necessary.
- The President shall enforce the Bylaws of TSCA.
- The President shall appoint all standing and ad hoc committees and designate the chairperson of each committee.
- The President shall appoint a parliamentarian and web administrator who shall serve annually. [Bylaws, Article III Section 1 President]

Appointments

One of the first duties to be completed and announced by the President is to appoint committee members where necessary. During the convention, the Vice President who shall become President at the end of the convention should distribute and collect preference sheets from the membership. From these forms and from the President's own knowledge of the membership, the President should make all the necessary appointments so that those committee members may begin functioning immediately. In the spirit of effective communication, the President should notify each committee member in writing of placement on a committee, of the length of tenure on the committee, and the charge of the committee. Some committees will function only at the convention, while others must work all year to accomplish the established goals. When appointing new members to committees, the President should consider the following factors regarding the appointees and the committee requirements.

- Competence. The individuals appointed to the committees should be chosen because of their expertise, experience, or other unique qualities that qualify them for work on a particular committee.
- Geographical Distribution. Insofar as possible, it may be desirable to have all geographical regions of the state represented.
- Gender. A balance of men and women may be desirable.
- Level of Instruction. Representation from all levels of instruction - public school, junior and community college, college and university should be represented.
- Attendance at previous conventions.

There are two basic types of TSCA committees that will be appointed by the President. Standing committees are established by TSCA in its bylaws and continue in their function from year to year. Ad Hoc Committees serve at the pleasure of the President as s/he sees fit. The work of the Ad Hoc committees may be accomplished during the tenure of the President or may need to continue serving to accomplish its assigned task under the appointment of the succeeding President.

Standing Committees. The Standing Committees are established by TSCA and delineated in the bylaws.

The Standing Committees appointed by the President are:

- [Bylaws Committee](#)
- [Committee to Nominate the Nominating Committee](#) (6 members)
- [Educator of the Year Awards Committee](#)
- Committee on Educator Training
- [Fiscal Review Committee](#)
- [Governmental Affairs Committee](#)
- [Interscholastic League Advisory \(UIL\) Committee](#)
- [Public Relations Committee](#)
- [Resolutions Committee](#)
- Committee on [Special Awards](#)
- Speech and Theatre in Four year and University
- Speech and Theatre in Two Year and Community Colleges
- Speech and Theatre in Public Schools
- Local Arrangements Committee

The Standing Committees not appointed by the President, but elected are:

- The Executive Committee
- Nominating Committee

These committees continue in their function from year to year. The committee membership is usually on a rotating basis. Each committee, except the Nominating Committee and the Governmental Affairs Committee shall be composed of three to nine members and shall serve for three years. No member may be appointed to more than one standing committee [Bylaws, Article VIII, Committees, Section 2]. The Nominating Committee shall be elected as prescribed in Article VIII, Committees, Section 3 Nominating Committee. The Governmental Affairs Committee composition is described in the Bylaws, Article VIII, Committees, f. Governmental Affairs Committee.

The chairperson shall be appointed by the President for a three-year term or until a successor is appointed. Members of the committee shall be appointed by the President, one from each of the fifteen State Board of Education districts, and will serve staggered three-year terms. The rotational method assures that three members shall complete their years of service, three will be in their second year, and three shall be in their first year. This arrangement helps to maintain continuity and one of the senior members normally serves as the chairperson of the committee.

Chairpersons and the committee members are listed in the convention program. The date that his or her term expires follows each member's name. The Vice President should study this part of the program in order to obtain the balance of factors described earlier. Besides referring to

the preference sheets collected at convention, the Vice President may contact the association Executive Secretary for names of members not present at the convention, but who may be desirable for certain committee membership.

Ad Hoc Committees. The function of the ad hoc committees is to accomplish a single task. That task may often be accomplished in the first year of appointment, however, if the work of the committee is not completed, the next President may reassign the committee membership. Once the objective of the ad hoc committee is accomplished the committee is dissolved. The size and composition of each ad hoc committee depends upon the nature of the task assigned to the committee. Ad hoc committees that have been named in the past are leadership handbook, high school curriculum, teacher certification, TEKS to TAKS Alignment, Small School Recruitment, and oral history of TSCA.

Parliamentarian. The President shall appoint a parliamentarian to serve at the annual convention and as requested by the President or the membership during the year. The duties of the parliamentarian are delineated in another section of the handbook.

Web Administrator. The President shall appoint a web administrator for the TSCA home page. The web administrator shall design the home page and make all arrangements for launching the site. The web administrator should keep the home page updated per the suggestions of the Executive Committee. The duties of the Web Administrator are delineated in another section of the handbook.

Communication

It is vital that the President communicates effectively with members of the Executive Committee, Executive Council, and the membership of TSCA. It is helpful that the President copies all correspondence to the other officers and committee chairpersons if information pertains to their committee. Electronic mail should be used as an effective means of sharing information with these members.

Presiding

The President presides over all meetings of the Executive Committee, the Executive Council, General Sessions, and Business Meetings of TSCA. An agenda should be prepared and distributed in advance of each meeting. It is recommended that the President consult with the Executive Secretary and Parliamentarian in preparation of these agendas. The minutes of the previous committee, council, session, and business meetings are useful in preparing agendas for subsequent meetings. The parliamentarian may assist in preparing for items that will require a vote by the whole assembly.

Presidential Address

One of the highlights of the annual convention and a source of great consideration by the President is the Presidential Address that is given at the Second General Session. The subject of the address is entirely up to the President, but should go along with the convention theme. A written copy of the address should be made available at the convention to the newsletter editor and the archivist for publication.

Public Relations

As the chief officer of TSCA, the President, represents TSCA in all official matters or shall appoint members to represent the association throughout the year. The President has the opportunity as well as the obligation to serve in a public relations role during the year of tenure. Speaking to the media, preparing articles for written and electronic publication, appearing before legislative bodies to present the case for TSCA may be functions of the President. In whatever way possible, the TSCA President should serve as a responsible representative of TSCA as well as an informed good-will ambassador for the profession.

The President of TSCA is the leader of this organization for one year. Following a year as Vice President in which the entire convention program is compiled, the year as President should be a pleasant reward for work well done.

Checklist and Timeline

The following is suggested as a checklist and timeline for activities of the President.

October – (post-convention)

- Contact all committee members as to their charge for the year
- Get an electronic distribution list together of all executive council members including officers, IG chairs, Committee chairs, and District Chairs
- Send Committee appointments, bylaws updates, and announcements to secretary/webmaster for posting.
- Check the TSCA Website for accuracy.
- Appoint member to represent TSCA at NCA.
- Make contact with TEA Language Arts representative regarding the State Board of Education Meetings. As president you are the liaison between TSCA and the SBOE. To protect our courses you should always know what is on the agendas for their meetings and if we need representation from TSCA to testify. You are responsible for determining who will testify before each meeting if the need arises.
Our TEA Contact as of this update is:

Karin Miller
Director of English Language Arts/Reading
Coordinator
Karin.miller@tea.texas.gov
512-463-9581

- Review the *TSCA Bylaws* and *Robert's Rules of Order Newly Revised*.
- Stay updated on the SBOE Website regarding the meetings agenda.
- Prepare a letter to the membership and any other appropriate announcements and send them to the newsletter editor.

January –

- Re-contact committee chairs that should be working on projects to check their progress.
- Contact TEA representative regarding upcoming meeting and if there is a need for TSCA representation. If testimony is needed, set up membership.

February –

- Send a reminder email to Vice President regarding deadlines and email blast to be sent to membership.\
- Attend SBOE meeting if necessary.

March –

- Send an email blast to the membership regarding the benefits of attending the yearly convention. Attach a flyer regarding convention information to be used when requesting budgets for the following school year.
- Begin making plans for the Spring Retreat in May. This is usually the third weekend in May on a Friday evening and Saturday morning at the convention site. Work with the comptroller in establishing timeframes and menus. Send out a reminder to the Executive Officers and the chairs of the Local Arrangement committee of the retreat. TSCA pays for lodging, travel, and food. If an officer chooses to pay for their own accommodations, this amount can be applied toward being awarded a Life Membership in TSCA.

April –

- Send an email to all Executive Officers finalizing plans for the Spring Retreat. All hotel and food reservations must be to the comptroller by the end of the month. Instruct all officers to have a report ready for the Retreat.
- Email all Committee Chairs requesting a full report from their committee regarding progress, recommendations or concerns to be received by the second week of May to be considered at the retreat.

May –

- Finalize retreat, prepare the agenda for the meeting, make copies of all committee reports for the executive officers, prepare the president's report, and email agenda to all officers in advance.
- Prepare folders for all officers including folder, agenda, notepad, and pencil.
- Attend and conduct the Retreat meetings. Should meet with the Vice President, comptroller and hotel representative regarding the program and needs for convention around 2:00, then kick off the retreat with all officers at 5:00.
- Email blast to membership regarding the outcome of the Retreat, summer contact information, the posting of the convention program for edits, summer charges to all members, and deadlines.
- Help proofread the convention program draft.

June –

- Contact TEA representative regarding July SBOE meeting. If TSCA testimony is needed work with the chair of the governmental affairs committee to make arrangements.
- Send report and letter to Newsletter editor for August newsletter.

July –

- Obtain a list of the Educator of the Year Nominees from the Educator of the Year Committee Chair and forward same to the Vice President for the program, the Newsletter Editor, and the Company supplying the plaques. (Check and double check spelling.)

- Finalize who will do the Welcome at the First General Session.
- Obtain the name of the Communicator of the Year and forward the same to the Company supplying the plaque. (Check and double check spelling.)
- Stay in touch with the Vice President and Vice President Elect as to their responsibilities and assist them in any way necessary.

August –

- Email blast to membership regarding finalizing program edits before program goes to print, deadlines for pre-registration for TSCA convention, and hotel reservations.
- Prepare speech for Second General Session: 15 minutes and send electronic copies of speech manuscript to Archivist and Newsletter Editor.

September -

- Prepare President's report for the year.
- Prepare and copy Agendas for all meetings – officer meetings, IG, District, and Committee Chair meeting, executive council meetings, 3 general sessions.
- Be prepared to speak about the Committee Chair responsibilities at the Chair meeting on the first afternoon at convention.
- Prepare Committee Chair Packets including letter, agenda, report form, sign in sheets
- Prepare and bring 150 copies of the Committee Request Forms for membership requests for committee commitments for the upcoming appointments.
- Purchase small gifts (not reimbursed) for your Executive Officers and thank you notes to be given at the first officer meeting on the first day of the convention.
- Send an email to all Committee Chairs regarding time, room, and agenda of the meeting on Wednesday of convention so they can be prepared.
- Prepare Box lids with labels for picking up and turning in forms.
- Send out an email blast reminding membership of pre-registration deadlines for TSCA and the deadline for the hotel reservations.
- Contact the chair for the Committee to Nominate the Nominating Committee regarding ballot preparation for the nominating committee elections.
- Contact the chair for the Nominating Committee regarding ballot preparation for officer elections.
- Send by email the certificate for continuing education to the Public Relations Committee. Ask them to have 200 certificates printed and ready to fill in upon arrival at convention. Remind them they need to appoint who will be at the registration area to complete the certificates at the times designated in the program.
- Make your reservations to arrive on the evening before the convention officially begins so you will be ready to meet with the hotel staff around 10:00 Wednesday morning to confirm all arrangements. TSCA will pay for your hotel ONLY and you will be staying in a suite. The comptroller will make all arrangements.

October – At convention

- Meet with hotel staff, Vice President, Vice President Elect and Comptroller and go through the entire itinerary day by day for the convention. Closely check seating arrangements, equipment needs, and food amounts.
- Give instructions to committee chairs at the opening chair meeting on Wednesday.
- Purchase snacks for your room when officers meet at night. You will pay for this and not be reimbursed.

- Reside over all meetings. Best to consult with the parliamentarian before all meetings to make sure you have you ducks in a row!
- Attend the new member breakfast.
- Visit all committees while meeting on Thursday evening.
- Help any and all officers with their responsibilities during convention.
- Give the gavel to the upcoming president.

Other Responsibilities:

- Contact potential convention sponsors (University departments, businesses, book companies, etc.).
- Discuss and negotiate potential sponsorships. Communicate sponsorship agreements to Executive Officers/ seek their input when necessary.
- Explore potential networking opportunities with other Communication State, Regional, and National organizations.
- Consult Strategic Planning document, created in October 2015. The President is responsible for the following elements of the Strategic Plan: Provide resources for career enhancement and development, Provide meaningful engagement opportunities for members, and help with other goals as needed. Consult Strategic Planning document for details on each task.
- Do monthly shout-outs to all officers for updates

Revised by Amy Tilton Jones, May 2016

VICE-PRESIDENT

Duties as delineated in the bylaws

- The Vice President shall be responsible for the annual convention program and arrange the program in consultation with the Interest Group chairpersons and other officers.
- The Vice President shall see that the program is suited to the needs of TSCA members.
- The Vice President shall preside over the meetings of the organization in the absence of the President and at such meetings as assigned by the President.
- The Vice President should meet with the Interest Group chairpersons at a meeting scheduled at the conclusion of the convention to discuss programs for the next annual convention.
- The Vice President should review the contents of the convention evaluations, interest group minutes and names of elected chairpersons and vice chairpersons and suggestions for programs.
- The Vice President should work closely with the Local Arrangements committee in planning the next convention.

Checklist and Timeline

The following is suggested as a checklist and timeline for activities of the Vice President.

Mid October

- Send the following to the Interest Group chairpersons:
 - ❖ Reprint of packet distributed at convention.
 - ❖ Directory of all Interest Group chairpersons to allow contact between chairpersons for collaborative programs and verify that they are all current members of TSCA
 - ❖ Copies of evaluation forms from programs at recent conventions. Evaluation of these programs is suggested to avoid problems and to repeat successes.
 - ❖ Evaluation summary to help chairpersons determine the prime time for members in attendance.
 - ❖ Directory of current district chairpersons. This is useful in contacting members for programs as presenters, moderators and coordinators.
 - ❖ Highlight reminder of the announced deadline for the complete interest group programs to be sent to you. Include e-mail, fax and mailing address.

October-November

- Work with the Local Arrangements Committee to ensure that members have chosen and contacted the convention guest speaker for TSCA Luncheon. Make no final commitment until the Executive Committee has approved the fee requested by the speaker.
- At the earliest time possible, contact the speaker, asking for a return letter of agreement to be signed by the speaker and TSCA.
- Send Interest Group Chairpersons the reminders to meet the deadline for submitting complete programs. The suggested deadline is mid-December.
- Clarify with TEA that TSCA CPE credits are approved

Mid-January

- Check off all Interest Group submissions and contact any missing entries for programs.

Mid-June

- Post a draft copy of the TSCA convention program online at etsca.com.
- Send an email to all members asking for them to email you additions, deletions, and changes.

Mid-August

- Post a second draft of the TSCA convention program online and ask again for recommendations
- Send Interest Group chairpersons' final draft of program with request for them to remind the speakers, moderators, and coordinators of their commitment to the program.
- Include sample letters to speakers, moderators, and coordinators.
- Send Interest Group chairpersons map of the hotel or convention center.
- Send program outline by time slot to chairpersons so that they can determine overall picture and comparison of programming for their Interest Group.

Early September

- Send Final Draft to printer.
- Post Final Draft online.
- Email members to inform them of the posting.
- Remind Interest Group chairpersons that if they have not already written to each participant in a program, they should do so immediately.
- Make or arrange for signs to be made for convention for the breakfast.

Miscellaneous Activities

- Select a theme for the following year's convention and arrange the program to meet the needs of the Interest Groups.
- Arrange for programs to be sponsored by the Vice President.
- Arrange for approval of all luncheons, breakfasts, and entertainment.
- Double check to avoid potential conflicts by consulting with other officers.
- The meeting times for the Executive Council should be set in collaboration with the President.
- Maintain close contact with chairperson of the Local Arrangements chairperson and committee.
- Arrange for early April meeting of the Executive Committee at the convention hotel, if possible. The Comptroller will make the financial arrangements.
- Work with Local Arrangements committee to make final room assignments and for greetings from the community in which the convention is held.
- Check proofs of program and arranges for distribution.
- Collect changes to program after printing and prepare an addendum for distribution at the convention registration.
- Collect and give all notes and left over materials that are reusable to the new Vice President-Elect at the close of the convention.

Revised by Mellessa Denny—June 2016

VICE PRESIDENT-ELECT

Duties as delineated in the bylaws:

- The Vice President-Elect shall coordinate recruitment of membership.
- The Vice President-Elect shall be responsible for membership orientation at the convention.
- The Vice President-Elect shall preside over the organization in the absence of the President and at such meetings as this officer may be assigned to preside over by the President.
- The Vice President-Elect shall maintain contact with and coordinate the activities of the District Chairpersons.
- The Vice President-Elect should encourage the inclusion of speech sections at regional meetings and at state conventions of this and other groups.
- The Vice President-Elect attends and recruits new members at the UIL Capital Conference (summer before convention.)
- The Vice President-Elect shall meet with District Chairpersons at a scheduled meeting immediately following adjournment of the convention that elected him/her to office. At this meeting the chairpersons will be informed of their duties and will be asked to complete data sheets provided by the Vice President.

Other Duties as delineated:

- The Vice President-Elect shall contact the Texas Education Agency and complete any necessary paperwork so that TSCA will be an approved provider of CPE (Continued Professional Education) hours.

The following items and suggested target dates relate to the activities of this office for the year of service.

Letters

Late October

- Contact District Chairpersons regarding their responsibilities concerning recruiting TSCA membership in their districts and for arranging the inclusion of speech sections at the district and state meetings of TSTA. Send Chairpersons current listings of the TSTA Districts.

November-May

- Contact District Chairpersons regarding special projects dictated by current needs.

Early February

- Send reminders to District Chairpersons regarding TSCA recruitment and inclusion of speech sections at TSTA meetings.

Mid-May

- Contact District Chairpersons concerning progress reports, convention attendance, and their annual report to the Executive Council.
- Contact Vendors for tables at the convention. Sell advertising for the program. Work with the Vice President on this task. (See sample vendor letters in the appendix).

Early September

- Send follow-up letter to District Chairpersons with more details regarding responsibilities included in the May correspondence
- Write TSCA Interest Group Chairpersons reminding them to pick up a packet of information you will leave for them at the convention registration table. This packet contains guidelines and planning forms for the following year's convention.
- Prepare folders for District Chairs and Interest Group Chairs

Evaluations

- Contact Program Coordinators regarding procedures for completing evaluation reports for convention sessions. Materials to be prepared for distribution:
 - ❖ Names, Addresses and Telephone numbers of District Chairpersons.
 - ❖ TSCA District Listings.
 - ❖ Program Coordinator Report on Sectional Meeting.
 - ❖ Interest Group Information Sheet for the following year's activities.
 - ❖ Program Planning Form for following year's convention.
 - ❖ Guidelines for Report to Executive Council.
 - ❖ District Chairperson Information Sheet.

Additional Activities

- Participate in as many TSCA related activities as possible.
- Review the [*TSCA Bylaws*](#) and *Robert's Rules of Order Newly Revised*. There is no substitute in leadership for having a thorough knowledge of parliamentary procedure.

Revised by Melissa Witt —June 2015

EXECUTIVE SECRETARY

This is perhaps the most varied of the administrative positions in TSCA.

Major Duties:

The Executive Secretary shall provide a clearinghouse for all information pertinent to the association. The Executive Secretary shall:

- The Executive Secretary shall keep a record of all proceedings, including the minutes of the annual meetings, and make a full report to the membership.
- This officer shall see that proper membership solicitation shall be conducted.
- This officer shall maintain a comprehensive database of the TSCA membership and arrange for the continued updating/renewal of that information as it relates to each member. Send out membership information; increasing membership.
- Provide officers access to digital TSCA letterhead and TSCA logos.
- Keep the TSCA database current to provide membership with a current directory.
- Providing mailing labels and lists as needed.
- Maintain a TSCA Officer Rotation schedule. Provide information to the Nominating Committee.
- Maintain a spreadsheet that is accessible to the Comptroller to show the amount of money owed to TFA.

Although incomplete, this list covers the major duties of the office of Executive Secretary. The following chronological sequence will give a more complete itemization. This timeline assumes that a person has been chosen Secretary-Elect.

Prior to becoming Executive Secretary

- Find some opportunity to spend a few hours with the current Executive Secretary, to become familiar with the files and procedures. This should be done BEFORE the convention.
- Take notes during the convention at the end of which you take office. You will be the one who has to utilize those minutes during the year, including their condensation for the newsletter. This means attending both Executive Council meetings as well as the general meetings.

October-

*Send out any letters resulting from the convention and update the database with any members joining at convention not yet entered.

November-

*Update the constitution, by-laws, membership and committee lists, directory, explanations, etc., on the TSCA Website.

*Provide the newsletter editor with a condensed version of the convention proceedings, perhaps the Presidential address (if available), list of officers, District Chairpersons, and Interest Group Chairpersons, along with any newsy items you have collected.

December, January, February-

- *Continually update membership files as new ones or renewals arrive.
- *Complete the convention minutes and distribute to the minutes checking committee appointed at convention. Once the minutes have been checked and approved by committee, distribute the minutes to the officers and make the minutes available to the membership, either through inclusion in the newsletter or via web posting (or both).
- *Renew your bulk mail permit (if needed) for the year.
- *Work with TFA on membership dues to their state tournament.

March, April-

- *There is very little to do during this period. Keep accumulating newsletter items for the May issue of the newsletter.
- *Prepare W9 for new year, send copy to the Webmaster.
- *Send mailing labels of active TSCA members to the Newsletter and Journal Editors.
- *Work with TFA on membership dues to their state tournament.

May

- *Prepare a membership report for the Officer's Planning Retreat. At the retreat, review spacing and placement details, especially as they relate to registration procedures. Consult on planning details for the convention with the Executive Committee and maintain a record of the retreat.

June-July-

- *Maintain TSCA correspondence as needed.

August/September-

- *Prepare Executive Secretary reports.
- *Check on local arrangements, especially for meals and reception.
- *Complete vendor forms as requested.
- *Make list of who paid dues and who does not pay convention fee.
- *Check with local arrangements about duplicating equipment, typewriters, and other supplies for convention.'
- *Send reminders that it is time to renew TSCA memberships.
- *Begin processing new memberships and renewals to prepare for convention.
- *Buy gifts or be sure that gifts are purchased for outgoing officers

Convention Duties-

- Solicit workers to help with registration.
- Check with workers (if applicable) at registration table to be sure that everyone knows what to do.
- Prepare name tags for attendees.
- Prepare luncheon tickets.
- Supply registration table with registration forms, badges, pens, map of districts, lunch tickets, etc.
- Attend meetings of Local Arrangements to see if they need any information and to provide your reactions based on previous experience.

- Work the assigned registration times, processing all new memberships, renewals and collecting fees..
- Prior to the convention, give the Comptroller some guarantee number for the luncheon. It is better to guess a little low, so you do not have to pay more than you collect. Remember to include about eight complimentary tickets (President, Vice President, Vice President Elect, Executive Secretary, Editor, guest speaker, plus spouses or other officers).
- Attend Executive Council meetings and General Sessions. Take enough notes to enable you to write complete minutes. Collect copies of all written reports. Audiotapes of the meetings will help you to recall sketchy details from your notes.
- Have enough copies of membership report and secretary's report for all officers; present this information to the membership during the General Sessions.
- Make list of convention registrants and what they paid, or what categories they fit.
- Update membership files by adding those who attended convention and had not previously joined.
- Prepare clean copy of minutes for records and newsletter. Send a copy to the new President and the committee members appointed at the convention to review the minutes. Ask them to note any changes and send them to you immediately so that a corrected copy can be made before the Executive Committee meeting in the spring.

Revised by LouAnn Seabourn, June 2016

COMPTROLLER OF ACCOUNTS

Duties as delineated in the Bylaws

- Provide for accurate and timely receipt, disbursement, and investment of funds of the Texas Speech Communication Association;
- Keep full and accurate accounting records of such funds, present a balanced budget to the TSCA at its annual convention;
- Present the records for audit on a timely basis; and,
- Comptroller of Accounts shall be bonded at the discretion of the Executive Committee. The Executive Secretary shall be alternate signatory.
- An external audit shall be conducted at each transition of the office of comptroller of accounts.

Additional Duties

- Keep the financial records of TSCA; including membership related expenses as reported by the Executive Secretary.
- Prepare financial statements.
- Maximize interest on funds
- Supervise expenses.
- Sign contracts with hotels and otherwise finalize financial arrangements with convention sites.
- Contact the chairpersons of districts that are eligible geographically to hold the next convention that has not been decided, and urge them to be contacting people in their district to see if they want to invite the convention to their area. Either you or the chairperson with a list of the requirements for a convention site.
- Contact the person who will serve as Local Arrangements chairperson for the convention city just chosen, and be sure he/she is checking on local hotels and assembling data on which to make a decision. If no Local Arrangements chairperson has yet been selected, work with the District Chairperson on this.
- Pay bills as received.
- You should go to that city yourself later in the year and check the hotels or at least the three or four that local people say are best. Get some sort of room price commitment in writing, but do not sign any contracts.
- Summarize income and expense. After this, many of your expenses will be related to the following fiscal year (which begins September 1, but also includes any expenses related to the convention). Keep those convention expenses separately.
- At close of convention, calculate amount owed by you to TFA, and send that sum with list to TFA treasurer.
- Be sure the convention hotel knows who is to be placed in the complimentary rooms and suites, what other VIP rooms you will pay for, the days on which all VIPs will arrive (check with guest speaker(s) ahead of time), and who can charge things to master account.
- Make list of all checks received; keep copy; deposit them and cash.
- Provide an accurate report of income, expenses, and savings accounts to the Executive Committee, Executive Council, and the general members in business sessions.

Revised by _____, _____

ARCHIVIST

The Archivist maintains the historical records of the association in the area designated by the University of Texas at Austin Library.

Duties as delineated in the bylaws

- Preserve the records of the Association as found in minutes and publications
- Solicit from past officer's records and correspondence from their administration
- Preserve a master file of convention programs and presidential addresses
- Maintain appropriate photographic materials
- Catalog all of the above as appropriate for retrieval
- Secure storage for all of the above
- Prepare an annual report that is made available to the membership at convention that identifies the documents retired during the past year
- Maintain records of twenty-five year members and beyond
- Present 25 year pins to honorary members and appropriate recognition to 40 year and 50 year members
- Distribute new member pins and new member booklets.

Such materials as the annual convention program, the minutes of meetings, copies of the Texas Speech Communication Journal, TexaSpeaks, as well as such other materials as reflect the activities of the whole association or its members individually and professionally are appropriate for inclusion.

Any member wishing to research the archives should first contact the Archivist.

Revised by Jana Riggins, June 2016

PARLIAMENTARIAN

Parliamentarian Appointment

- The Parliamentarian is appointed by the President and is a non-voting member of the Executive Council.
- The Parliamentarian should possess a thorough understanding of parliamentary procedure, in particular Robert's Rules of Order Newly Revised that is the parliamentary authority of TSCA.
- Whenever possible, the Parliamentarian should be "Registered" through the National Association of Parliamentarians or "Certified" through the American Institute of Parliamentarians as a mark of credentials attained.

Duties of the Parliamentarian

- The Parliamentarian should have a thorough knowledge of the bylaws and general workings of TSCA;
- Attend all meetings of the Executive Council as well as the General Assembly;
- Work with the President and Executive Secretary as needed in preparation of the agenda and other matters that will insure smooth and well-run meetings;
- Be seated beside the presiding officer (normally, the President) in order to expedite any communication that may be necessary.

Conferences with Committees

Sometimes it is appropriate for the Parliamentarian to meet with Standing Committees and/or Ad Hoc Committees, or at least with the chairman, to clarify procedures or to assist in the phrasing of recommendations and/or preparation of reports. The Resolutions Committee may need help in the phrasing of or in determining the propriety of resolutions. The Bylaws Committee may need advice on the most efficient means and phrasing for introducing amendments to the Bylaws. The Tellers Committee may need advice on how to complete their report, how to count blank ballots, illegal ballots, proxies, and/or whether pluralities elect. Runoff procedures for elections may need to be clarified. Clarification may be needed for procedures in distributing candidates' qualifications to the assembly, or perhaps the timing of nominating speeches. Understanding the responsibilities of the various committees identified in the TSCA Bylaws can be helpful.

At times the Parliamentarian also serves as consultant to the membership regarding such matters as how to get an item on the agenda or which committees to approach to get a task accomplished, such as amending the bylaws. It is not uncommon for a Parliamentarian to serve many different TSCA Presidents and thus may be a valuable resource for recalling protocol, past precedents or actions of the association and so forth.

Revised by Martha Haun, June 2016

JOURNAL EDITOR

Duties of the Journal Editor

The primary responsibility of the Editor is the timely and quality publication of the *Texas Speech Communication Journal* that is the official publication of the Texas Speech Communication Association.

Procedures to Follow in Publishing the Journal

1. Decide on a theme for the issue and compose a call for papers. This call should be posted:
 - On the TSCA Website (send an electronic copy to Brent Hinkle, brent@joyoftournaments.com)
 - In *Spectra*, NCA's newsletter (submit at natcom.org)
 - On crt.net (submit at natcom.org)
 - Calls usually should be issued at least 6 months prior to the deadline.

2. Set up the editorial board. Try to involve TSCA members from all levels of education on the board, but in reality, university professors have been the most responsive to reviewing manuscripts. If the practice of having book reviews that complement the theme of the issue is continued, then recruit a book review editor.

3. Establish some sort of tracking system for manuscripts. Request that everything be submitted online. This is the procedure:
 - Assign a number to a manuscript. Write title, author information in the log. Note date of receipt.
 - Send acknowledgement email to author of receipt of manuscript
 - Make sure the manuscript has author's name removed before sending to 2 editorial board members for review.
 - Ask board members to review the manuscript using the Review Form for the issue. Allow 2 to 3 weeks for a review.
 - Once you have received the reviewer's recommendation, notify the author. Include suggestions from the reviewers about the manuscript, particularly if revision and re-submission is recommended. If manuscript has been rejected, write an encouraging note to the author.
 - Once the revised manuscript has been received, send author a copy of the copyright agreement to complete and email back to you.

- Journal correspondence is completely electronic. Email attachments are sent in to the editor and then out to the board for review. Nothing is sent by snail mail in the review process.

4. Once the contents of the issue have been determined, then the manuscripts must be formatted with page numbers and titles (at top of pages), front matter has to be included (list of editorial board, acknowledgements, and editor's notes copyright agreement information). All work is usually saved in Microsoft Word and as PDF files. Most printers require you to burn a CD of the contents with all articles saved in PDF format.

5. Seek bids from several printers for the print edition of TSCJ. Currently, we use Amarillo Litho, located in Amarillo, TX. Make sure you do not go over budget allotted by the Executive Council. Arrange to have invoices sent directly to the TSCA Comptroller, but keep a copy for your records.

6. Arrange for a mailing company to print mailing labels (from the TSCA Membership list provided by the TSCA Executive Secretary) and package journal for mailing. Currently, we use Panhandle PreSort located in Amarillo, TX.

7. Thank your editorial board and acknowledge their contributions during your annual convention report.

8. The online version of TSC, which focuses on pedagogical issues, should follow the same review procedure as followed for the print version. The online version should be ready to post by October of each year.

Revised by Dr. George Pacheco, Jr., June 2016

NEWSLETTER EDITOR

Duties of the Newsletter Editor

The primary responsibility of the TSCA Newsletter Editor is to produce TexaSpeaks the official newsletter of TSCA. The newsletters should keep the membership informed of:

- the work of the annual convention,
- the activities of members and schools, and
- matters requiring action by the members.

The secondary responsibility of the TSCA Newsletter Editor is to serve as the social media contact for the organization. The newsletter editor will be responsible for updating the organizations Twitter, Facebook and/or any other website that the organization deems necessary for communication.

Most of the information for the newsletters comes from the Executive Secretary. The first newsletter, e-mailed between late November and early January, includes these items at least:

- The minutes of the convention. For space economy, and reader interest, report only those actions that affect the members, such as amendments to the bylaws, fee changes, appropriations, action items, and so forth.
- Names of Committee Chairpersons; Interest Group Chairpersons, District Chairpersons, and new officers.
- Convention sites, hotel, and dates for the next convention as well as cities selected for conventions for the next two years.
- Any news you have been able to gather during the convention that will be of interest to the general TSCA membership, such as new faculty, deaths, projects of unusual interest, etc.
- Include a request for news of member interest to be sent to the Newsletter Editor promptly for inclusion in the next newsletter.
- The presidential address may be included if space permits.

The second newsletter is posted by early August. The content of this newsletter is much more variable and may include such things as:

- News you have gathered during the year.
- Any requests by the Vice President pertinent to the convention. This may include volunteers for specific activities, nominations for offices to be filled.
- **Information about people running for office at the following convention, including vitas if available.**
- **Convention information including site, deadlines and other pertinent information.**
- **Convention deadlines which include but not limited to registration deadlines, amendment deadlines, TFA deadlines, scholarship deadlines and educator of the year deadlines.**
- **Any materials which the Executive Secretary may want to publicize.**
- Results from the TFA state meet.

This newsletter can be as good as you want it to be. By keeping alert to items from journals, by establishing information contacts with forensics people (who not only provide news about tournaments, summer workshops, etc. but also hear a lot of news when they meet at

tournaments), and by contacting District and Interest Group chairpersons, you can accumulate the kind of material that can make the *TexaSpeaks* both informative and interesting.

The Newsletter Editor gathers the appropriate materials and arranges them in a sensible fashion, adds headlines, proofreads and arranges for duplication in whatever format the Web Administrator needs. The distribution needs to be coordinated with the Web Administrator. In any case, the newsletters will be e-mailed out by the Web Administrator who has the e-mail addresses from the Executive Secretary.

Below is a month by month accounting of duties:

January: Make any necessary corrections or additions to the fall newsletter and post on the TSCA website. Receive submissions and either hold them for the summer newsletter, or have posted on the website.

February: Accept newsletter submissions.

March: Accept newsletter submissions.

April: Accept newsletter submissions.

May: Attend the Executive Officer retreat. Assist in convention planning and logistics. Present an officer's report to other members of the Executive Committee detailing your activities since convention. Request any information needed for the summer newsletter, and accept ideas and input from officers for newsletter content. Set deadline for newsletter submissions.

June: Accept newsletter submissions. Make sure to collect all end of the year forensics results.

July: Accept newsletter submissions and begin writing newsletter.

August: Publish summer newsletter. Post newsletter on the TSCA website, and alert members.

September: Make corrections as necessary to the summer newsletter. Post corrections to the newsletter on the TSCA website.

October: Attend convention. Serve on the Executive Committee and Executive council. Present an officer's report detailing your activities as it relates to TSCA in the past year. Solicit newsletter submissions for the post-convention newsletter. Set a submission deadline for the next newsletter. Collect information and take photos for use in the post-convention newsletter.

November: Publish fall newsletter. Post newsletter on the TSCA website and alert members.

December: Make corrections as necessary to the fall newsletter

Revised by Kendra Willeby, 2016

PAST PRESIDENT (Immediate)

Duties as delineated in the bylaws:

- The Immediate Past President shall serve on the Executive Committee in an ex officio capacity for one year after his/her term as President ends.
- The Immediate Past President shall be responsible for updating the Leadership Handbook and making sure that the newest version is uploaded on the official TSCA website.

Additional Duties

- Assist the President by sending out letters to the convention presenters thanking them for their service and/or letters to the presenters' administration
- Send letters to award recipients as well
- Plan, coordinate and serve as emcee for New Member's Breakfast (arrange for other past presidents and key members to host tables at this event.)
- Add appropriate new/revised documents to TSCA Google drive
 - tscaofficers@gmail.com
 - Password: speech1923
- The Immediate Past President may fill in any vacant spot of the Executive Committee if it is the desire of the President and he/she has the time to fulfill the duties.
- Plan the Student Audition event
- Plan the Job Fair event

Updated by Mellessa Denny, 2016

DISTRICT CHAIRS

The various geographic districts of TSCA shall be in conformity with the Educational Service Center plan of the Texas Education Agency. The chairperson shall begin a term in the Executive Council at the conclusion of the convention when elected. In the event any District is not represented at the Council meetings, the President is empowered to appoint a Chairperson.

District Chair Duties

The District Chairperson shall work in cooperation with the Vice President-Elect to promote TSCA membership within the geographical district by:

- Identifying all prospective members in the district and supplying the Vice President Elect with names and addresses of all, and of changes when they occur;
- Arranging sectional meetings at other speech organization meetings and supplying TSCA information to those in attendance;
- Organizing at least one district meeting;
- Encouraging convention attendance (including letters in January to members in both public schools and colleges); Expenses for the mailing will be borne by the Texas Speech Communication Association through the Comptroller of Accounts, if requested by the District Chairperson.
- Maintaining an active communication network in the district that includes distributing information concerning special projects when needed.
- Serve as liaison between the district and TSCA.
- Represent the district at all meetings of the Executive Council.
- Present a written report of the year's activities in the district to the Executive Council with representative copies of all form letters to district professionals and other printed materials attached.
- Prior to the Executive Council meeting at convention, the annual report should be reproduced in sufficient numbers to provide the President, Webmaster and Archivist with a copy. See Article VI, Section 3c of the TSCA Bylaws for an outline.
- Attend the District chairperson's meetings as scheduled at the convention.
- Preside over the district meetings as scheduled at the convention.
- Carry out all responsibilities as specified in the Bylaws, Article VI.

District Meeting

The purpose of each district meeting is to:

- Enable delegates to discuss problems of particular interest to their district;
- Discuss matters that have developed at Executive Council meetings to enable District Chairperson to express the views of their constituency at subsequent Executive Council meetings.
- Identify nominees for awards.
- Select a District Chairperson in alternate years. Even-numbered districts elect in even-numbered years and odd-numbered districts in odd-numbered years.

District Chair Report Forms

*Please see District Chair Report Form **Appendix A***

STANDING COMMITTEE CHAIRS

Duties of Chairpersons of Standing Committees

- Schedules regular meetings of the committee as needed to fulfill the assigned duties of the committee. Provides in advance information to the group's members concerning the committee's responsibilities, meeting times, and agenda.
- Preside over all meetings in accordance with good parliamentary procedure as noted in the Bylaws, Article XII, Section 1; keep accurate records of all meetings.
- Represent the committee by attending all meetings of the Executive Council. When attendance is impossible, a member of the committee should be designated to attend.
- Make an annual written report to the Executive Council concerning all activities of the committee, including representative copies of all form letters and other written or printed communication.
- Present the committee's recommendations to the Executive Council when appropriate for discussion prior to making formal resolutions and motions to the membership at large.
- Report and make recommendations to the membership in business sessions as needed.
- Provide the Executive Secretary with written copies of all formal motions and resolutions for recordkeeping.
- Retain records of past and current year's meetings, committee activities, copies of all forms and printed materials, and suggestions for future activities and duties of both the chairperson and the committee. Transfer these promptly to the next chairperson. The transferred packet should include a time schedule for completing the year's responsibilities where applicable.
- Meet all deadlines assigned and fulfill all requirements specified herein under the chairperson's specific title (Article VIII, Sections 1, 2, 3 and 4). It may be helpful for chairpersons to consult with past TSCA Presidents or with the Parliamentarian for assistance in fulfilling duties.
- Complete Committee Report Forms (*Please see **Appendix B***) during the convention.

BY-LAWS COMMITTEE

The Bylaws committee shall propose revisions and amendments to the Bylaws.

Currently the language in the Bylaws, Section 2, letter c: (as amended October '01) reads: "a list of nominees for office shall be prepared by a Nominating Committee and presented at the mid-year officer's retreat and submitted to the membership in the summer edition of the newsletter." This would allow the membership to be acquainted with the nominees prior to arrival at the convention.

Please review all documents coming before the Executive Council to determine if they are in compliance with the bylaws and make recommendations to the committees proposing the documents to bring them into compliance. Please look for documents from the following committees, (and if you don't receive them, contact the committee chair and ask for their action items.): *Governmental Affairs Committee* - proposed guidelines revision and other action items that may be generated through this year. *Two Year and Community College Committee* - proposals for how we should respond to teacher certification issues from the continuing education certification point of view, and the field of study results from the two year college point of view. *Four Year and University Committee* - proposals for how we should respond to

teacher certification issues, and the field of study in higher education report. *Speech & Theatre in Public Schools Committee* - proposals on teacher certification as well as a response to the anticipated speech-certified teacher shortage, and a response to the effect of Communication Applications on current speech programs.

Please contact the chairs of all districts, interest groups, and committees prior to convention to see if there will be bylaws items raised at convention. This contact should be facilitated by use of the web page email hotlinks for these chairs.

*Please see complete By-Laws in **Appendix H**.*

EDUCATOR OF THE YEAR COMMITTEE

Criteria for Award

1. Members of the Committee to select the Educator may not be nominees.
2. Nominees shall be active at the education level from which they are nominated.
3. Nominee shall be an active member of TSCA for the past 5 years.
4. Nominee shall have significant service to TSCA.
5. Nominee shall show a high level of excellence in teaching as evidenced by students and supervisors.

Nomination portfolios should be mailed and in the hands of the chairperson of the committee by August 1st. Executive Council should be notified of the nominees by August 15th.

According to the bylaws, article 8, section b: The Educator of the Year Awards Committee shall select an individual in accordance with the established regulations for that award.

Solicit nominees through the newsletters and via electronic communication with district chairs. Judge the portfolios and award the various educator awards at the next convention.

*Please See Nomination Forms in **Appendix C**.*

RESOLUTIONS COMMITTEE

According to the bylaws, Article 8, section i: The Resolutions Committee shall prepare and present to the general meeting appropriate resolutions pertaining to the annual meeting. This committee shall solicit from other officers and chairs the resolutions needed for the current convention.

NOMINATING COMMITTEE

According to the bylaws, Article 8, section j: The Nominating Committee shall propose a slate of officers of the Association to be placed in nomination at the general meeting.

And, according to the bylaws, Article 3, Section 2: c. A list of nominees for all offices listed in Article III, Section 1 (except the President and Vice President) shall be prepared by a Nominating Committee and presented at the mid-year officers' retreat and submitted to the membership in the summer edition of the newsletter.

The Nominating Committee shall recommend candidates for each office to be elected in a given year. The Nominating Committee shall receive from each candidate these documents: (a) a vita with pertinent activities of the candidate (b) a review of service by the candidate to TSCA and the field of speech in the state (c) a letter by the candidate accepting the nomination and including the candidate's perspective for furthering the goals of the Association; and (d) a letter from the candidate's immediate supervisor, if applicable, indicating support.

- At least two candidates shall be offered for Vice President Elect.
- Candidates shall be from the K-12 membership on even years and from the College and University or Community College membership on odd years.
- At the current time, the bylaws also read that "The report of the Nominating Committee shall be made at the first annual business meeting. At the second annual business meeting, the vote for the candidates shall be taken by ballot. A majority vote shall be necessary to elect. Anyone nominated from the floor shall follow guidelines in c. 1."
- Please work closely with the Bylaws committee as they make proposals on when to conduct the final vote for officers of the association for the convention.
- See page 32 for the last three years committee members which are ineligible to run.

FISCAL REVIEW COMMITTEE

The Bylaws, Article 8, Section e reads: "A Fiscal Review Committee of three members, at least one of whom shall be a former TSCA Comptroller of Accounts or Executive Secretary, shall be appointed by the President and confirmed by the Executive Committee at the annual meeting. This committee shall publish a report of the Comptroller of Accounts annually."

The Fiscal Review Committee has been charged to review the previous year's financial records for the association and to present their findings at the Executive Council and to the membership during the first general session of the convention. Please coordinate with Comptroller to complete this task prior to or during the Wednesday evening committee meetings.

PUBLIC RELATIONS COMMITTEE

The Public Relations Committee shall publicize the work of TSCA, and seek appropriate ways to improve the public image of TSCA. Recommendations include publicity regarding officer announcement, awards, and keeping an updated brochure published. This committee is also responsible for the preparation and distribution of the Certificates for Continuing Education.

SPECIAL AWARDS COMMITTEE

The Committee on Special Awards shall consist of former presidents of TSCA and shall recommend those individuals eligible to receive the Outstanding Service Award and the Outstanding Communicator Award. Please advise the district chairs of all their responsibilities for turning complete nomination packets to you so you can determine if any special awards will be given during this convention. *Please Special Awards Nomination forms in **Appendix D**.*

GOVERNMENTAL AFFAIRS COMMITTEE

The Bylaws, Article 8, letter g.: "The Governmental Affairs Committee shall monitor or contract a monitor with the approval of the Executive Committee to research governmental activities affecting speech communication and theatre. This committee is authorized to request funding as needed from the Executive Committee to complete its monitoring and research responsibilities. The chairperson shall be appointed by the President for a three-year term or until a successor is appointed. Members of the committee shall be appointed by the President, one from each of the fifteen State Board of Education districts, and will serve staggered three-year terms. The chairperson shall attend each Executive Committee and Executive Council meeting during the year to report to the association and shall develop communication networks and strategies to respond to governmental issues concerning speech communication and theatre in Texas."

- Continue to monitor SBEC meetings as they relate to Speech Communication issues
- Monitor the posted TEA meeting agendas to determine if we need to send a representative to those meetings. If it is determined that we need to send someone to a TEA meeting, and if that person is not already living in Austin, the Executive Committee needs to know in advance in order to approve the travel expenses.
- Monitor teacher certification legislation and board actions to help inform: the Speech and Theatre in the Public Schools Committee to carry out their charge, the Two-Year and Community College Committee to carry out their charge, and the Four Year and University Committee to carry out their charge.
- Send the Proposed Guidelines for GA committee operation to the Bylaws committee to revise and reword those sections in violation of the current bylaws.

TWO YEAR AND COMMUNITY COLLEGE COMMITTEE

The bylaws Article 8, Section O, reads: "The Two Year and Community College Committee shall work to encourage and improve speech and theatre arts instruction in junior and community colleges."

- Monitor and participate in speech communication teacher certification issues. Two year and community colleges need to be in dialogue with four year and universities on the impact of continuing education certification of teachers. Review the certification requirements, talk to community college four year administrative personnel, and review information from TEA and the Texas Higher Education Coordinating Board to determine the impact such certification will have upon both the quality and quantity of public school certified communication teachers.
- Monitor and participate in the "field of study" discussion at the Texas Higher Education Coordinating Board for communication majors. Encourage a strong TSCA participation in these discussions which will affect what publicly funded higher education institutions in Texas require as the freshman and sophomore requirements for a communication major.
- Recruit/solicit papers from the faculty of Community Colleges to present quality research on all areas of communication, theatre arts, and mass communication in order to have better representation of all aspects of the above mentioned fields in the convention program.

FOUR YEAR COLLEGE AND UNIVERSITY COMMITTEE

The bylaws, Article 8, Section F, reads: "The Four Year College and University Committee shall work to encourage and improve speech, mass communication and theatre instruction in four year educational institutions. The committee will monitor, participate in discussion and annually report to the Executive Committee and the members of TSCA on the following:

- Issues related to teacher certification in the fields of speech, mass communication and theatre;
- Issues related to P-16 initiatives, including "field of study" discussions at the THECB;
- Issues related to increasing participation in the association among college and university faculty and administrators including the recruitment of new members and providing opportunities for publishing scholarship.

SPEECH AND THEATRE IN PUBLIC SCHOOLS COMMITTEE

The bylaws Article 8, Section N reads: "The Committee on Speech and Theatre in Public Schools shall encourage and improve instruction in speech and drama in our public schools."

- Monitor and participate in speech communication teacher certification issues. Teacher certification is a big issue for universities, and now for 2-year and community colleges, as well as its impact upon Public School teachers. Monitor and keep the Executive Committee informed about legislative and board actions which affect teacher certification education on the college level as well as the effect of non-speech certified teachers teaching speech courses on your campus.
- Explore the effect of the Communication Applications course requirement upon speech programs in all categories of schools (by size, by urban/rural location, and whether the courses are taught by speech-certified vs. non-speech certified instructors). Generate a table of information from state statistics to show this information by the mid-year officer's retreat (usually held in late May). TSCA needs to explore related issues of what the effects of the required course have been upon HS classes and programs, and if there are sufficient numbers of speech-certified teachers teaching speech courses.
- Recruit/solicit papers from the faculty of public schools to present quality research on all areas of communication, theatre arts, and mass communication in order to have better representation of all aspects of the above mentioned fields in the convention program.

UIL ADVISORY COMMITTEE

The bylaws, Article 8, letter H reads: "The Interscholastic League Advisory Committee shall encourage Interscholastic contests and propose improvements."

Review current UIL contest activities, solicit information from participating coaches and students, and prepare a list of proposals to be presented at the annual Convention.

TEACHER TRAINING COMMITTEE

This committee, Bylaws Article 8, letter c, is convened by the President of TSCA to aid entering speech teachers in the public schools. Work with district chairs to determine how many new TSCA members are anticipated at each Convention, to prepare teaching aid notebooks and convention-aid handouts for them, as well as to welcome them to TSCA and to the convention.

COMMITTEE TO NOMINATE THE NOMINATING COMMITTEE

According to the bylaws, Article 8, Section 3: The incoming President will appoint six (6) members to serve on a Committee to Nominate the Nominating Committee to select twelve (12) members, based on geographical identity and teaching level, to be candidates for the Nominating Committee. At the first general session at each convention, each delegate will vote by ballot for two nominees. The person receiving the highest number of votes will serve as chairperson and the next five highest will complete the committee. The person receiving the second highest number of votes shall assume the chair of the committee should the chair be unable to complete the term of office. **Any member who has served on the Nominating Committee within the previous three years shall be ineligible to serve on the Nominating Committee.**

Present a slate of 12 members who have agreed to run for Nominating Committee. The slate must be regionally diverse and representative of all teaching levels

Those who are ineligible to serve on the Nominating committee include:

2016 Nominating Committee Members: Cheryl Potts (Co-Chair), JP Fugler (Co-Chair), Lisa Campbell, Lillian Adeyemi, Justin Blacklock, Max Thompson

2015 Nominating Committee Members: Ann Shofner (Chair), Joe Uhler, Rory McKenzie, Cindi Havron, Daniel Rosales, Danny Moss

2014 Nominating Committee Members: Ralph Long (Chair), Yolanda Silva, Stacey Thomas, Chad Filsowski, Barbara McCain, Wendi Brandenburg

2013 Nominating Committee Members: Sara Jane Barno (Chair), Sara Contreras, Shawn Mena, Yvone Eype, Cindi Havron, Eric Mears

LOCAL ARRANGEMENTS COMMITTEE

The local arrangements committee is to work closely with the Vice President when planning the inner workings of the convention. Below is a list of considerations below:

Must Do's-

Make arrangements for a loaned copier (I called the distributor that the school uses. They were happy to accommodate)

Make arrangements for paper and supplies for the work room (here each high school volunteered to donate reams of paper)

Select a local Communicator of the Year and make arrangements for that person to speak at the luncheon

Make arrangements for greetings from the city at the opening session

Make arrangements for a color guard (if wanted by the president) at the opening assembly

Arrange for flower arrangements for the general sessions

Arrange for AV equipment to be used during breakout sessions (We made an executive decision to only provide TV's, VCR's, and overhead projectors. If participants wanted other AV equipment, they were responsible to bring their own.)

Optional

Put together goodie bags – Check with local visitor's bureau or chamber to see what they will supply

Solicit donations to provide for local excursions (Amarillo paid for the visit to the Ranch for Meet the Author and for the Art Museum for the President's reception)

If you are in a locale that has places people want to go, put together outings or information

Door Prizes – Gather things to be used as door prizes at general sessions

Suggestions

Involve as many local people as possible. We have new TSCA members because we recruited them to help.

Have committees or one assigned person for everything; i.e., goodie bags, work room supplies, door prizes, etc.

Do not try to do everything yourselves

Be in touch with the TSCA president, V P, and treasurer. They may have special needs and they definitely have a budget.

Prepared by Lou Ann Seabourn, updated by M'Liss S. Hindman, June 2015

INTEREST GROUP CHAIRS

- **The Interest Groups of TSCA are:**
 - Interpersonal/Organizational Communication
 - Instructional Development in Grades K-12
 - Instructional Development in Middle Schools
 - Instructional Development in the Colleges & Universities
 - Mass Communication
 - Oral Interpretation and Performance Studies
 - Rhetorical and Communication Theory
 - Texas Forensic Association/TFA
 - Theatre
 - Texas Association for Communication Administration
 - Texas Intercollegiate Forensic Association/TIFA
 - Texas Junior College Speech and Theatre Association/TJCSTA

Persons or groups interested in forming a new interest group shall obtain the signatures of 50 members and obtain the endorsement of the Executive Council and present their proposal to the Bylaws Committee.

There shall be a chairperson and a vice-chairperson elected for a one-year term by each Interest Group. The vice-chairperson shall succeed to the office of chairperson. The Interest Groups shall encourage worthwhile activities and shall recommend to the Executive Council considerations or proposals as needed.

Duties of Interest Group Chairs

- Serve as a liaison person with the members;
- Be responsible for the interest group's program submissions at the next annual convention, *Please complete Submission Process outlined in **Appendix E***, Deadline set by Vice President
- Cooperate with the vice president in planning the group's sponsored programs for the annual convention. That endeavor begins immediately following the fall convention in preparing for the following convention;
- Serve as an advisor to the TSCA vice president in planning convention programs;
- Shall be responsible for submitting news to the newsletter and web administrator;
- Preside over all meetings of the interest group and carry out all responsibilities as specified in article VII, section 4;
- Represent the interest group at all meetings of the executive council and present a written report of the group's activities during the past year;
- Seek out the concerns of the interest group regarding program content and translate these ideas into the best possible sectional programs;
- Carefully meet all deadlines designated by the vice president;
- Prepare Interest Group report to be sent to Archivist, Vice President, Executive Secretary and President
- Keep the following items for transfer to the succeeding Chairperson as a packet:
 - a. Evaluations of past programs
 - b. Accurate records pertaining to all meetings and business of the Interest Group.

- c. A suggested timetable for completing designated responsibilities.
- d. Suggestions for future action by the Chairperson

Duties of Interest Group Vice-Chairpersons

- The vice-chairperson shall preside in the absence of the chairperson,
- be responsible for any workshop program sponsored by the interest group for the next annual convention;
- shall assist in other ways as needed by chair or executive council;
- should be designated to attend the executive council meeting when the chairperson's attendance at the council meeting is impossible,
- succeed to the chairperson position the next year,
- Complete and turn in the Chair/Vice-Chair Report form to the Vice President. *Please complete form from **Appendix F.***

Appendix A

District Report Form

DISTRICT #: _____

Please return this form to Vice President-Elect

Current Chair:

Name: _____

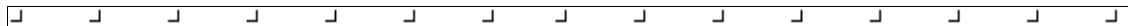
E-Mail: _____

Home Address: _____

Work Address: _____

Phone: _____

Fax: _____



In-coming Chair:

Name: _____

E-Mail: _____

Home Address: _____

Work Address: _____

Phone: _____

Fax: _____

If any of the above information changes during the year, please contact the TSCA Vice President-Elect.

TEXAS SPEECH COMMUNICATION ASSOCIATION

District Agenda/Report

* Please make a copy of your agenda/report for the District Chair and Vice Chair before submitting this form to the Registration Table District Report Tray *

- I. Welcome and introduce those present.
- II. Make a record of attendees (see attached form) with contact information for your records.
- III. Read the District Minutes/Report from last year and ask if there are any revisions.
- IV. New Business:

a. Election of District Chair (even numbered districts only):

Name of New Chair	School Affiliation	Email address	Phone number
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b. District Award Nominations (forms for each are in your packet):

 **Secondary Educator of the Year**


Name of Nominee	School Affiliation	Email address	Phone number
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 **Community College Educator of the Year**

Name of Nominee	School Affiliation	Email address	Phone number
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 **University Educator of the Year**

Name of Nominee	School Affiliation	Email address	Phone number
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 **Outstanding Service Award** – *An individual who has provided outstanding work for the association this year or in years past. Nominees must be submitted to the Special Awards Committee with supporting documentation by May 1st.*

Name of Nominee	School Affiliation	Email address	Phone number
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- c. Concerns about the 2012 program:**
- d. Program/short course ideas for the 2013 Conference: Multifaceted ACCOUNTABILITY. (write on back of form)**
- e. On13 program in order for their school to release them to attend the 2013 conference.**

REMINDER: You will need to turn in a copy of your District Report and the Attendance Record to M'Liss Hindman, Vice President-Elect or return it to the District Report Tray at the registration desk. **A computer and copier are available to you in the Executive Meeting Room for preparing reports only.**

Sign: _____
Chair School Affiliation

CHANGE NAMES AND DATES TO FIT YOUR CONVENTION

Texas Speech Communication Association

District: _____

Please make a copy of the roll before submitting this with your District Report to
Natalie Bryant, VP Elect.

Members attending the District Chair Meeting.

CHANGE NAMES AND DATES TO FIT YOUR CONVENTION

<u>Member/Affiliation</u>	<u>Mailing address</u>	<u>Email Address</u>	<u>Phone</u>
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____
4)	_____	_____	_____
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TEXAS SPEECH COMMUNICATION ASSOCIATION

TO: TSCA DISTRICT CHAIRS
FROM: NATALIE BRYANT, VICE PRESIDENT-ELECT
SUBJECT: MEETING SCHEDULE
DATE: 8/28/2017

DISTRICT CHAIR MEETING SCHEDULE

- YOU ARE REQUIRED TO ATTEND ALL EXECUTIVE COUNCIL MEETINGS. THESE MEETINGS ARE SCHEDULED FOR:

Wednesday, September 29	3:00 – 5:00 p.m.	Trinity I
Wednesday, September 29	7:30 – 8:30 p.m.	Texas Learning Center
Saturday, October 2	8:00 – 9:00 a.m.	Park West A/B
<i>*Saturday, October 2</i>	<i>1:00 – 1:30 p.m.</i>	<i>Texas Learning Center</i>

Please Remind newly elected Chairs and Vice-Chairs that they must attend a brief planning meeting for Conference 2005 on Saturday, October 2nd from 1:00 – 1:30 p.m. in the Texas Learning Center.

- **The District meetings over which you preside are scheduled for Friday, October 1st from 3:15 p.m. – 4:00 p.m.**
- **The 2005 TSCA Conference will be held at The Moody Gardens, Galveston, Texas on October 5 – 8.**
- **District Meetings rooms for Friday, October 1st are:**

District 1, 2, 3: Park West A	District 5, 6: Room 212 (2nd floor)
District 10, 11: Texas Learning Center	District 7, 8, 9, 12, 13: Park West B
District 4: Park West C/D	District 14, 15: Trinity I
District 16, 19: Park West E	District 17, 18: Texas Learning Center
District 20: Park West F	

CHANGE NAMES AND DATES TO FIT YOUR CONVENTION

Appendix B

TSCA COMMITTEE REPORTS

(Return to the President)

Name of committee _____

Chair _____

Members present: _____

Members not present: _____

COMMITTEE _____

ITEMS DISCUSSED:

ACTION ITEMS:

FOLLOW UP ISSUES:

Submitted by: _____

Appendix C

TEXAS SPEECH COMMUNICATION ASSOCIATION EDUCATOR OF THE YEAR NOMINATION DISTRICT _____

Check the appropriate level:

- ____ Middle School
- ____ Secondary
- ____ Community College
- ____ 4-year College or University

CRITERIA FOR AWARD

1. Members of the Committee to select the Educator may not be nominees.
2. Nominee shall be active at the education level from which they are nominated.
3. Nominee shall be an active member of TSCA for the past 5 years.
4. Nominee shall have significant service to TSCA.
5. Nominee shall show a high level of excellence in teaching as evidenced by students and supervisors.

NOMINATIONS

1. Each TSCA district through its chairperson (or designate) may submit one nomination for each level.
2. District Chairperson, or designate, is responsible for seeing that nomination and data are sent to the chairperson of the Educator of the Year by the deadlines.
 - a. If your district had a nominee last year that was not an award recipient, that person's portfolio may be again submitted as the district's nominee after first obtaining the permission of the nominee and seeing that the portfolio is updated.
 - b. Districts may combine in nominating persons for this award if one district has no nominee and wants to support an individual from another district. However, there may be no more than one nominee per level from each district.
3. Basic information of the nomination should be made to the chairperson of the committee before leaving convention. This information should include:
 - a. Name of nominee _____
 - b. Level of nominee _____
 - c. Email of nominee _____
 - d. Responsible party for nomination information _____
 - e. Email of responsible party _____
 - f. Phone numbers of responsible party _____
4. **Nomination portfolio should be mailed and in the hands of the chairperson of the committee by August 1st and Executive Council contacted by August 15th.**
 - a. The nominee's portfolio may not exceed 25 pages (one side only). Table of Contents and divider pages are not included in the 25 pages.
 - b. Include a letter of nomination from the District Chairperson or designate. (restricted to one page)
 - c. Testimonial letters from supervisors, students, fellow teachers, and parents (if applicable), restrict each letter to one page.
 - d. Resume
 - e. Statement of teaching philosophy.
 - f. Place all documents in some kind of a binding that is bendable. (no hard notebooks)

CHANGE NAMES AND DATES TO FIT YOUR CONVENTION

Appendix D

Outstanding Service Award

Nominating District: _____ **Nominator's Name/email -** _____

Nominee's Name: _____

Address of Nominee: _____

Email: _____

Phone: _____

Criteria for Selection:

- 1. The nominee must have made distinguished, long term, continuous service contributions to TSCA.**
 - a. Regular attendance at convention**
 - b. Regular panel presenter at convention**
 - c. Committee Service**
 - d. Involvement in Interest Groups**
 - e. Involvement in District meetings**
 - f. Often unique "beyond the call of duty" such as testimony before state governing bodies, presentations and/or service on the national level on behalf of TSCA**
 - g. Outstanding contributions of a voluntary nature. Service may or may not include serving as an officer.**
- 2. The nominee must be a member of TSCA.**
- 3. The Special Awards Committee will make the final decision after nominations have been received and reviewed.**
- 4. The Special Awards Committee may nominate a candidate of merit.**
- 5. The nominees will come from the membership at large or from the TSCA Districts.**
- 6. The deadline for submission of the nomination must be no later than May 1st. All nominees must be sent to the Chair of the Special Awards Committee by May 1st. Nomination Papers should:**
 - a. Be very detailed**
 - b. Indicate years of service**
 - c. Provide a complete snapshot of service to the organization**
 - d. Provide specific information about any unique service to TSCA**
- 7. The Chair of the Special Awards Committee will inform the Executive Secretary of the nominees and recipient for award preparation.**
- 8. This award is not a mandatory annual award. The nominees must meet the criteria as determined by the Committee.**
- 9. The recipients of the "Outstanding Service Award" will be printed in the convention program.**
- 10. No member may receive this award more than once.**

Appendix E

Submitting a proposal for the TSCA Convention

(Programs should be submitted through/by the Interest Group Chairs only.)

CHANGE NAMES AND DATES TO FIT YOUR CONVENTION

Step 1: Browse to the TSCA website at <http://www.etsca.com>

Step 2: Click on the link labeled '2013 Convention'.

Step 3: From the 2008 Convention page, click on 'Program proposal' link.

Step 4: Login on the website. The first time you visit the website, you will need to establish an 'account' for the program submission process. Click on the link labeled 'New account'. The website will ask you for some basic contact information; this information will be used by the TSCA officers as they plan next year's convention should they need to contact you regarding the proposal(s) you submit. If you have already created an account on the website, you can login using the account you have created.

Step 5: After you are logged in, you will see a button labeled 'Add.' Click on the 'Add' button to add a new program proposal. Once you have entered the appropriate information about the program proposal, press the button labeled 'Save'.

This completes the process of submitting a proposal.

Viewing or modifying a proposal

Step 1: Browse to the TSCA website at <http://www.etsca.com>

Step 2: Click on the link labeled '2008 Convention'.

Step 3: From the 2008 Convention page, click on the 'Program proposals' link.

Step 4: Enter your email address and password you used when you submitted the original program proposal. If you have forgotten your password, there is a link provided that will send your password to your email account.

Step 5: After you have logged in successfully on the website, the program proposals that you have entered previously will appear. Click on a proposal to view the information you have entered and/or to make changes.

Additional Help

On the 'Program Submission' page of the website is a link labeled 'Help'. It will contain these instructions along with a video demonstrating the process. If you have trouble with the online submission process, email the webmaster at webmaster@etsca.com.

Appendix F

Interest Group Chair/Vice Chair

Interest Group: _____

Please return this form to the Vice President or the Registration Table in the Interest Group Report Tray

Newly Elected Chair:

Name: _____

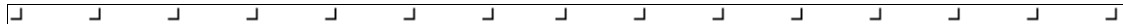
E-Mail: _____

Home Address: _____

Work Address: _____

Phone: _____

Fax: _____



Newly elected (Vice) Chair:

Name: _____

E-Mail: _____

Home Address: _____

Work Address: _____

Phone: _____

Fax: _____

If any of the above information changes during the year, please contact the Vice President.

TEXAS SPEECH COMMUNICATION ASSOCIATION

CHANGE NAMES AND DATES TO FIT YOUR CONVENTION

Interest Group Chairs

Thank you for your dedication to Texas Speech Communication Association. We look forward to working with you on our Conference 2014 in Lubbock. We will work in close conjunction with you to ensure that your interest group is involved in the planning for Conference 2014. We look forward to receiving your program/panel submissions for your group. TSCA is offering a simplified manner for submission through the web site: <http://www.etsca.com> to facilitate improved communication between the executive officers and interest group chairs.

***Teaching Responsibility in an
Irresponsible World***

Please review the information in this packet carefully and contact me with questions regarding your responsibilities. Please inform the new chair and vice chair the importance these positions hold for our organization. Enclosed you will find the following information and forms:

- ✓ Program/Panel Submission form. The deadline for submission is March 1, 2014.
- ✓ Each Interest Group may submit up to 7 programs/panels. Please rank these submissions by priority within your interest group.
- ✓ As chair and vice chair, you are expected to attend all executive council meetings during the convention.
- ✓ Review the Interest Group Agenda/Report form. After completing it, you may copy it in the executive office in order to turn in the report to Natalie Bryant or the Registration Table Interest Group Report tray.
- ✓ **ALL INTEREST GROUP CHAIRS AND VICE CHAIRS MUST ATTEND THE 2014 CONFERENCE PLANNING MEETING ON SATURDAY, OCTOBER 8TH, FROM 1:00 – 1:30 IN THE EXPO A1.**

You are vital to the success of this organization and conference. We are excited to work with you to create an organization that is purposeful, supportive, and creative in addressing the needs of speech professionals. Galveston will be an amazing experience because we will work together to ensure its success. If you have questions or need assistance, please contact us.

Have fun! Learn! Network! Enjoy this year's conference!

M'Liss S. Hindman
TSCA President 2014

TEXAS SPEECH COMMUNICATION ASSOCIATION

TO: TSCA INTEREST GROUP CHAIRS (ARGUMENTATION AND DEBATE))
FROM: NATALIE B. BRYANT, VICE PRESIDENT-ELECT
SUBJECT: MEETING SCHEDULE
DATE: 8/28/2017

INTEREST GROUP CHAIR MEETING SCHEDULE

- **You are required to attend the Vice President's Meeting and all Executive Council Meetings. These meetings are scheduled for:**

Wednesday, September 29	3:00 – 5:00 p.m.	Trinity I
Wednesday, September 29	7:30 – 8:30 p.m.	Texas Learning Center
Saturday, October 2	8:00 – 9:00 a.m.	Park West A/B
*Saturday, October 2	1:00 – 1:30 p.m.	Texas Learning Center

Please Remind newly elected Chairs and Vice-Chairs that they must attend a brief planning meeting for Conference 2005 on Saturday, October 2nd from 1:00 – 1:30 p.m. in the Texas Learning Center.

- **The Interest Group meeting over which you preside are scheduled for the following times:**

September 30	2:45 – 3:30	Park West E
---------------------	--------------------	--------------------

- **The 2005 TSCA Conference will be held at The Moody Gardens, Galveston, Texas on October 5 – 8.**

DEADLINE: March 1, 2005

SUBMIT ALL PROGRAM PROPOSALS ON-LINE AT: www.etsca.com
And send a copy of the submissions to: nbryant@southplainscollege.edu

CHANGE NAMES AND DATES TO FIT YOUR CONVENTION

Texas Speech Communication Association 2005

Interest Group: _____

Please make a copy of the roll before submitting this with your Interest Group Report to
Natalie Bryant, Vice President.

Members attending the Interest Group Meeting.

<u>Member/Affiliation</u>	<u>Mailing address</u>	<u>Email Address</u>	<u>Phone</u>
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____
4)	_____	_____	_____
5)	_____	_____	_____
6)	_____	_____	_____
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15)	_____	_____	_____
16)	_____	_____	_____
17)	_____	_____	_____
18)	_____	_____	_____

<u>Member/Affiliation</u>	<u>Mailing address</u>	<u>Email Address</u>	<u>Phone</u>
19)			
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CHANGE NAMES AND DATES TO FIT YOUR CONVENTION

Appendix G

CHANGE NAMES AND DATES TO FIT YOUR CONVENTION

TSCA Exhibitor Sample Letter and Reservation Form

BLANCO HIGH SCHOOL ■ 814 11TH STREET ■ BLANCO, TEXAS 78606
PHONE 830.833.4337 ■ FAX 830.833.5028 ■ RUSSELL.KIRKSCEY@BLANCO.TXED.NET

RUSSELL KIRKSCEY

August 26, 2011

Dear Sir or Madam:

As Vice President-Elect of the Texas Speech Communication Association, I take great pleasure in inviting select publishers and vendors to attend our statewide convention at the Omni Mandalay Hotel at Las Colinas October 13-16, 2011 to exhibit their textbooks and merchandise. The TSCA is the largest state professional communication organization in the nation. Communication or theatre texts that you publish, or any pedagogical materials you have created, would be of interest to the educators and could be adopted and utilized for the spring semester.

There is a \$125 charge per table for the exhibit area. In order for me to plan the space available, please return the enclosed form (preferably by email), indicating the number of tables you need.

The TSCA Convention usually draws over 700 educators from middle schools, high schools, and colleges and universities throughout the state of Texas. The display would need to be in place any time after 5:00 p.m. on October 13, when most of the convention attendees will be present. The convention officially concludes about noon on Sunday, October 16.

If you have any questions, please contact me.

Sincerely,



Russell Kirkscey, M.A.
Vice-President Elect
Texas Speech Communication Association

Sample

CHANGE NAMES AND DATES TO FIT YOUR CONVENTION

2011 TSCA Exhibitor Reservation Form

TSCA State Convention

October 13-16, 2011

Omni Mandalay Hotel at Las Colinas

221 East Las Colinas Boulevard

Irving, Texas 75039

Name of Company: _____

Name of Contact/Representative: _____

Address to send reservation confirmation: _____

E-Mail Address: _____

Telephone Number: _____

Number of 8 foot tables needed for the exhibit: _____

Check enclosed for \$125.00 exhibitor's fee? _____ Yes _____ No

Deadline for Exhibitor Reservation is September 30, 2011

Return form to:

Russell.kirkscey@blanco.txed.net

or mail to

Russell Kirkscey

Blanco High School

814 11th Street

Blanco, Texas 78606

Make checks payable to TSCA

E-Mail: russell.kirkscey@blanco.txed.net

Office: (830) 833-4337

Fees may change due to hotel costs.

Texas Speech Communication Association (Sample)
New Member's Breakfast

THURSDAY, SEPTEMBER 30, 2004

8:00-8:45 P.M.

TRINITY I

AGENDA

I. **Call to Order:** Natalie Bryant, Vice President-Elect

II. **Introduction of Officers:**

President Russell Lowery-Hart
Vice President Ann Shofner
Comptroller W. E. Schuetz
Executive Secretary Randy Cox
Newsletter Editor Amy Tilton-Jones
Journal Editor Trudy Hanson
Archivist Faye Carpenter

III. **Opening Remarks:** Natalie Bryant

IV. **TSCA Membership Benefits:** Natalie Bryant

- A. Attend workshops presented by TSCA members who are experts in their field.
- B. Attend Interest Group Meetings.
 - ✚ Sept. 30 11:10 – 11:55
 - ✚ Sept. 2:45 – 3:30
 - ✚ Oct. 1 4:00 – 5:00
- C. Attend District Meeting.
 - ✚ Oct. 1 3:15 – 4:00
- D. Attend General Sessions.
 - ✚ Sept. 30 10:00 – 11:00
 - ✚ Oct. 1 9:15 – 10:30
 - ✚ Oct. 2 11:50 – 1:00
- E. Visit with friends and make new acquaintances.
- F. Attend Meet the Author.
 - ✚ Sept. 30 5:00 – 6:00
- G. Attend Professor's Performance Hour.
 - ✚ Oct. 1 5:00 – 6:00
- H. Attend the President's Reception.
 - ✚ Oct. 1 6:00 – 7:00)
- I. Become familiar with the process for involvement in the organization.
- J. Questions and/or Discussion.

V. **Adjournment**

CHANGE NAMES AND DATES TO FIT YOUR CONVENTION

Appendix H

TSCA Bylaws

Revised through Convention 2015

ARTICLE I – PURPOSE AND MISSION

Section 1: The name of the organization shall be the Texas Speech Communication Association.