

TEXAS SPEECH COMMUNICATION ASSOCIATION

Leadership Handbook



Updated 2023

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.

Expectations for Officers

- 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.

Bylaws

Updated Bylaws can be found on the home page of the TSCA website. Look at the bottom left-hand corner for a blue box labeled "Important Documents".

PRESIDENT

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.

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 meetings 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.

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.
- Diversity. Committees should reflect the diversity of the organization in levels of instruction, gender, and race/ethnicity.
- 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 they see 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
- College and University Committee
- Committee to Nominate the Nominating Committee (6 members)
- Educator of the Year Awards Committee
- Educator Training Committee
- Fiscal Review Committee
- Governmental Affairs Committee
- Local Arrangements Committee
- Public Relations Committee
- Resolutions Committee
- Special Awards Committee
- Speech and Theatre in Public Schools Committee
- UIL Advisory 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 except by unanimous consent of the Executive Committee. The Nominating Committee shall be elected as prescribed in the TSCA Bylaws. The Governmental Affairs Committee composition is described in the Bylaws.

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 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 any ad hoc committee 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.

Convention Planner. Every three years the Convention Coordinator is appointed for a three-year term (so obviously every President does not appoint someone.) The next Convention Coordinator shadows the current Convention Coordinator for one year to learn how to do site visits, contracts and convention set ups. The full duties of the Convention Coordinator 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. The President should coordinate updates to the website with the Web Administrator.

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, and 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.

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.
- Contact the 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 meeting's agenda.
- Prepare a letter to the membership and any other appropriate announcements and send them to the Communications Director.

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.
- Verify standing with the Texas Education Agency and complete any necessary paperwork so that TSCA will continue to be an approved provider of CPE (Continued Professional Education) hours.

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 end of May or early June one evening and then next day at the convention site. Work with the convention planner 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 convention planner by the requested time. 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.
- Invite Committee/Interest Group Chairs to attend as guests via Zoom as needed.

May

- Finalize retreat, prepare the agenda for the meeting, make copies of all committee reports for the executive officers (or provide access to), prepare the president's report, and email agenda to all officers in advance.
- Prepare information for all officers (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 first, then kick off the retreat with all officers after the hotel rep meeting.
- 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.

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, 2 general sessions.
- Prepare Committee Chair Packets including letter, agenda, report form, sign in sheets
- Prepare and bring 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 or emails with instructions for Google 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.
- Contact all committee chairs about their meeting times and what their charge is.
- 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.

October – At convention

- Meet with hotel staff, Vice President, Vice President Elect, Convention Coordinator and Comptroller and go through the entire itinerary day by day for the

convention. Closely check seating arrangements, equipment needs, and food amounts.

- 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 your ducks in a row!
- Attend the New Member Orientation Meeting
- Visit all committees while meeting at the start of convention.
- Help all officers with their responsibilities during convention.
- Give the gavel to the upcoming president.
- Provide a written copy of the Presidential Address to the Communications Director and Archivist.

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

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 content is suited to the needs of TSCA members at all levels of instruction – middle school, high school and higher education.
- 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 incoming Vice President shall preside over a meeting scheduled at the conclusion of the convention to discuss programs for the next annual convention with all Interest Group and District Chairpersons and the newly elected Vice President-Elect in attendance.
- 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.

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.

Mid-January

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

February-May

- Complete Convention programs and schedule
- Work with the VPE to plan advertising space for the program
- Update President on status of program and any need for assistance

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.

Beginning of August

- Post a second draft of the TSCA convention program online and ask again for recommendations.

Mid-August

- 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.

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.

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 by the EC 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 the Local Arrangements chairperson and committee.
- Arrange for a May meeting of the Executive Committee at the convention hotel, if possible. The Comptroller will make the financial arrangements.
- Work with the 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 arrange 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.

VICE PRESIDENT-ELECT

Duties as delineated in the bylaws:

- The Vice President-Elect shall coordinate recruitment of membership.
- 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 attend and recruit new members at the UIL Capital Conference (summer before convention.)
- The Vice President-Elect shall distribute Convention Scholarship Application packets for 3 non-members to attend the annual convention. Two from the secondary level (High School/Middle School) and One from the College/University Level.
- The Vice President-Elect shall attend the post-convention planning meeting and address the District Chairpersons regarding their duties for the coming year.

Checklist and Timeline

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

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

EXECUTIVE SECRETARY

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

Duties as Delineated by the Bylaws

- Serve as the secretary of TSCA
- Responsible for the minutes of the Association
- Provide a clearinghouse for all information concerning the Association
- See that proper membership solicitations are conducted
- Should not be an officer in one of the other affiliate organizations of TSCA

Major Duties:

The Executive Secretary shall provide a clearinghouse for all information pertinent to the association. 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.
- See that proper membership solicitation shall be conducted.
- 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 and focus on 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.
- Maintain a ledger of all deposits on behalf of the organization including: amounts, dates, and purpose(s) of the deposits.
- Handle all accounts receivable transactions for the organization and communicate with the Comptroller regarding all deposits including membership fees, convention luncheon tickets, paid journal subscriptions, royalty payments from the journal, vendors, sales of Program Advertisement space and contributions, gifts and grants.
- Keep a record of those who serve on the Nominating Committee.

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 utilizes those minutes during the year, including their condensation for the

newsletter. This means attending both Executive Council meetings as well as the general meetings.

Checklist and Timeline

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

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, 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

Buy ruby gifts for 40-year members

Order Past President nametag for the Immediate Past President.

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).
- Approximately 2 weeks prior to the convention, keep the Comptroller and the immediate Past President updated with the number of new members registered for the New Member Breakfast.
- 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.

COMPTROLLER OF ACCOUNTS

Duties as delineated in the Bylaws

- Provide for accurate and timely receipt, disbursement, and investment of funds of the Texas 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
- Shall sign the contract with the selected convention hotel.
- The Comptroller of Accounts shall be bonded at the discretion of the Executive Committee.
- The Executive Secretary shall be alternate signatory.
- An audit shall be conducted by a committee at the end of the fiscal year.
- Comptroller of Accounts should not be a financial officer of the affiliate organizations of the TSCA.

Explanation of Duties and Procedures

The Comptroller serves as the financial steward of the Texas Speech Communication Association. The Comptroller is the official signatory on all contracts and federal tax reports. The Executive Secretary serves as the alternate signatory.

The TSCA Comptroller serves on the Executive Committee for a period of four years, serving in the first year in an -elect role and the final three years as the official Comptroller. The Comptroller-Elect is elected at the beginning of the final year of the Comptroller's service. The purpose of this elect year is to learn the duties of the position and to transition all financial and contractual obligations to the new comptroller. The Comptroller works in collaboration with the TSCA Convention Planner to secure contracts for convention venues. The Comptroller shall be the official signatory of said venue contracts.

The Comptroller is responsible for all documentation related to the filing of Federal Taxes on behalf of the organization. Working in collaboration with the selected Accountant, the comptroller shall guarantee that all files needed for accurate filing are provided in a timely manner.

Oversight of the Comptroller's office is provided by the Fiscal Review Committee, appointed by the President of the Association. A report to the Fiscal Review Committee is to be submitted by the Comptroller prior to the annual convention.

Checklist and Timeline

The following is suggested as a checklist and timeline for duties/activities of the Comptroller. These duties include but are not limited to:

June

- Serve as Accounts Payable Officer. This responsibility includes ensuring that payment of all invoices is completed in a timely manner. Scans of invoices and receipts are to be digitally maintained for submission to our accounting firm.
- Download checking account transactions from May to an accounting software, such as Quicken, and reconcile the transactions using appropriate groupings.
- Download, and save, the previous month's bank statement.
- Using the previous month's bank statement, record expenses and income using the supplied Bank Reconciliation Form.
- Complete your Comptroller's Report for the previous fiscal year.
- Complete the Profit-Loss Report for the previous fiscal year.
- Supply the Fiscal review committee with the following documents:
 - Bank Statements from the previous fiscal year (June 1st – May 31st).
 - Comptroller's Report for the previous fiscal year.
 - Profit-Loss Report for the previous fiscal year.
 - Checking account reconciliation for the previous fiscal year.
 - Any 990 submissions filed by our accountants for the previous fiscal year to the IRS.
 - Any 8879 submissions filed by our accountants for the previous fiscal year to the IRS.
- If necessary, any contract worker's W9's collected during the previous year.
- Report on the previous fiscal year (Comptroller's Report and Profit-Loss Report) at the officer's retreat. Reports may be incomplete depending on when the retreat occurs.
- Reimburse officers for travel expenses (Mileage or Airfare) to the annual summer retreat.
- Reimburse Convention Planner and/or Comptroller travel expenses for any site visits.

July

- Pay all invoices for the month in a timely manner. Scans of invoices and receipts are to be digitally maintained for submission to our accounting firm.
- Download and reconcile checking account transactions for the month.
- Download, and save, the previous month's bank statement.
- Using the previous month's bank statement, record expenses and income using the supplied Bank Reconciliation Form.
- Reimburse Vice President-Elect for travel expenses for attending the UIL Capital Conference. (2 nights lodging, mileage, and meal per diem)

August-September

- Pay all invoices for the month in a timely manner. Scans of invoices and receipts are to be digitally maintained for submission to our accounting firm.
- Download and reconcile checking account transactions for each month.
- Download, and save, the previous month's bank statement.
- Using the previous month's bank statement, record expenses and income using the supplied Bank Reconciliation Form.
- Confirm with the accountants that the necessary documents have been filed on our behalf to the IRS.
- Report on the previous fiscal year (Comptroller's Report and Profit-Loss Report) at convention.

October

- Pay all invoices for the month in a timely manner. Scans of invoices and receipts are to be digitally maintained for submission to our accounting firm.
- Download and reconcile checking account transactions for the month.
- Download, and save, the previous month's bank statement.
- Using the previous month's bank statement, record expenses and income using the supplied Bank Reconciliation Form.
- Confirm with the accountants that the necessary documents have been filed on our behalf to the IRS.
- Report on the previous fiscal year (Comptroller's Report and Profit-Loss Report) at convention.
- Pay "Meet the Author" Honorarium - up to \$500.
- Cut check for "Top Papers" winners awarded at convention in the amount of \$100.

November

- Pay all invoices for the month in a timely manner. Scans of invoices and receipts are to be digitally maintained for submission to our accounting firm.
- Download and reconcile checking account transactions for the month.
- Download, and save, the previous month's bank statement.
- Using the previous month's bank statement, record expenses and income using the supplied Bank Reconciliation Form.
- Provide accountants with a list of current TSCA Officers and their Addresses.

December

- Pay all invoices for the month in a timely manner. Scans of invoices and receipts are to be digitally maintained for submission to our accounting firm.
- Download and reconcile checking account transactions for the month.
- Download, and save, the previous month's bank statement.
- Using the previous month's bank statement, record expenses and income using the supplied Bank Reconciliation Form.
- Provide accountants with W-9 forms for anyone receiving payment over \$500. (Includes Webmaster payment - List as contractor not employee.)

January

- Pay all invoices for the month in a timely manner. Scans of invoices and receipts are to be digitally maintained for submission to our accounting firm.
- Download and reconcile checking account transactions for the month.
- Download, and save, the previous month's bank statement.
- Using the previous month's bank statement, record expenses and income using the supplied Bank Reconciliation Form.
- Request that our accountants send out 1099's to anyone who provided services to TSCA for business purposed in excess of \$600 for the previous fiscal year.

February - March

- Pay all invoices for the month in a timely manner. Scans of invoices and receipts are to be digitally maintained for submission to our accounting firm.
- Download and reconcile checking account transactions for each month.
- Download, and save, the previous month's bank statement.
- Using the previous month's bank statement, record expenses and income using the supplied Bank Reconciliation Form.

April

- Pay all invoices for the month in a timely manner. Scans of invoices and receipts are to be digitally maintained for submission to our accounting firm.
- Download and reconcile checking account transactions for each month.
- Download, and save, the previous month's bank statement.
- Using the previous month's bank statement, record expenses and income using the supplied Bank Reconciliation Form.
- Arrange and pay for Donations to Forensics Associations as set forth In the Strategic Plan.
- UIL State - Catered Food -Cost plus delivery fee/tip

May

- Pay all invoices for the month in a timely manner. Scans of invoices and receipts are to be digitally maintained for submission to our accounting firm.
- Download and reconcile checking account transactions for the month.
- Download, and save, the previous month's bank statement.
- Using the previous month's bank statement, record expenses and income using the supplied Bank Reconciliation Form.
- In early to mid-May, cut and send a reconciliation check to TFA's Treasurer for TFA Fees collected this fiscal year (June 1st through May 31st).

Accounts Receivable/Executive Secretary

The Executive Secretary will serve as the Accounts Receivable Officer. Income Streams include:

- Executive Secretary deposits payments by check electronically throughout the fiscal year.

- Memberships
- Credit card payments are processed through Stripe services with a bank transfer.
- Stripe payments are received throughout the fiscal year.
- Stripe payments require service fees based on a percentage of the payment This fee is not added to the membership but instead is deducted from the payment. The total fees are deducted annually from the Income received.
 - Luncheon Tickets for Convention -Current rate Is \$20.00
 - Paid Journal Subscriptions-Typically Institutions -
 - Royalty Payments from the TSCA Journal - Payments are sent by check/direct deposit.
 - Vendors at Convention and Sales of Program Advertisement space
 - Contributions/Gifts/Grants

Bank Account

- The Bank used by TSCA is Frost Bank Texas. The only authorized signatory on the account are the Comptroller and the Executive Secretary. The Comptroller -Elect and the Executive Secretary-Elect may be added to the Signature Card during the transition/training year.

Accounting Services

The Accounting Firm Engaged by the Texas Speech Communication Association for bookkeeping oversight and Federal Tax preparation is:

Jennings, Hawley & Co., P.C.

500 N. Shoreline Blvd. Suite 1010

Corpus Christi, TX 78401

361-884-8894

Fax: 361-888-6009

<http://jenningshawley.com>

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 officers' 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 twenty-five 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.

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 the most current edition of 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.

JOURNAL EDITOR

Duties as Delineated by the Bylaws

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)
- On other Communication state association Facebook pages.

The call should also be emailed to various Communication departments in Texas community colleges and universities. Attempt to also email the call to as many state and regional associations and ask them to distribute to their members.

Call should be issued immediately after the October conference. Deadline for manuscripts should be March 31st.

- If the deadline is extended, the revised call should be reposted at the above locations.

2. In October, also set up the editorial board. Try to involve TSCA members from all levels of education on the board, but 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 once a manuscript is received:

- Log the manuscript into the document by first assigning a number to the manuscript. The following information should be logged for each manuscript: author name(s), manuscript title, date manuscript was received, methodology type, research area, name of two reviewers, date sent to reviewers, deadline for reviewers, and decision of reviewers.
- 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 30-45 days 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.
- For accepted or revise/resubmit manuscripts: Once the revised manuscript has been received, resend to reviewers, preferably original reviewers if possible. Use reviewer responses to determine whether additional changes are to be made. Continue this process until reviewers have accepted the document "as is".
- Once accepted, send publishing contract to author(s).
- Journal correspondence is completely electronic. Email attachments are sent 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).

5. Seek bids from several printers for the print edition of TSCJ. Attempt to select a printer that also offers mailing services. Currently, we use Slate Printing, located in Lubbock, 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.

Obtain mailing list of members who ordered journal from Executive secretary. Additionally, insure to mail journals to universities that purchased thru a subscription service. Lastly, mail complimentary copy to authors that were accepted for publication.

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

7. Journal should be sent to print in early September in order to have journals mailed out before annual conference in October.

8. Upon mailing out journals, send electronic version of journal to EBSCO for inclusion in their database.

9. If extra journals were ordered, arrange with Executive Secretary to sell journals at registration table at conference.

10. Prepare officer's report for October meetings. Report should include financial information, journal statistics (i.e., research areas, methodology times, acceptance rate, submission numbers), and any new business.

11. Keep the Credentials Manager on the website updated with any third party application logins.

COMMUNICATIONS DIRECTOR

Duties as Delineated by the Bylaws

Be responsible for publication of the Association's newsletter (TexaSpeaks) and all official TSCA social media.

Further Duties of the Communications Director

The primary responsibility for the newsletters is to keep the membership informed of:

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

The TSCA Communications Director is to serve as the social media contact for the organization. This officer will be responsible for updating the organizations Twitter, Facebook, Instagram and/or any other website that the organization deems necessary for communication.

Additional Duties

In June the Communications Director shall 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 upcoming newsletters and accept ideas and input from officers for newsletter content. ***Please note the retreat may also occur in June.

In October, you will 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. Collect information and take photos for use in the post-convention newsletter.

Work closely with the Web Administrator to keep the membership informed on TSCA business.

Keep the Credentials Manager on the website updated with any third party application logins.

TexaSpeaks, the TSCA newsletter

The newsletter will be released monthly, aiming for an end of the month release. Most of the information for the newsletters comes from the Executive Secretary but other information may be requested from Committee, District or Interest Group chairs. Any information of interest to members can be included.

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 Communications Director 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.

Social Media Content Creation and Management:

The Communication Director will manage the social media accounts for TSCA. These social media platforms will be used to promote the following material, but is not limited to the list below:

- Upcoming deadlines
- Calls for submission
- Member spotlights
- Learning resources
- Moments of celebration
- Notices of death, life, and retirement

Timeline and Checklist

Each month, the Communications Director should post pertinent information throughout the month to each social media platform. Submit the newsletter to the Web Administrator for publication on the TSCA website and notify the membership by email blast that the newsletter is online. Accept submissions for each month's content in the newsletter and on social media platforms.

Specific postings for the newsletter are listed below in a month-by-month accounting of duties.

January

Call for journal submission

February

Call for journal submissions
Good luck to TFA State

March

TFA State Results Link
Good Luck for UIL

April

Summer Camp Information Link
Call for Officer Candidates, if needed

May

Summer Camp Information Link
Call for Officer Candidates, if needed
UIL State Meet Results Link

June

NSDA Results Link for Texas Students

July

Any requests by the Vice President pertinent to the convention. This may include volunteers for specific activities, nominations for offices to be filled
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.

August

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.

September

Officer Candidate Profiles
Any updates on convention

October

President's address (hyperlinked)
Resolutions from convention
Award recipients from convention
Important updates and announcements from convention
Information about next year's convention

November

Resources to extend learning from convention
Call for panel ideas for next year
Call for journal submissions

December

Resources to extend learning from convention
Call for panel ideas for next year
Call for journal submissions

CONVENTION COORDINATOR

The Convention Coordinator oversees soliciting and securing contracts with hotels that host our convention. The Convention Coordinator makes all arrangements necessary for a successful convention including scheduling with the hotel and food and beverage service. The Convention Coordinator is a nonvoting advisory member of the Executive Committee, who is appointed every three years. At the conclusion of the second year, the President will appoint the replacement, who will shadow the Convention coordinator for one year before taking over responsibilities. If TSCA can afford, the Convention Coordinator Elect will go on Site Visits with the Convention Coordinator and attend the Officers' Retreat.

The Convention Coordinator is expected to attend TSCA Convention in the Fall and the Officers' Retreat in the Spring.

General Duties:

Duties as Delineated by the Bylaws

- Be a non-voting, advisory member of the Executive Committee
- Serve a three-year term

Pre-contract, the Convention Coordinator shall:

- work directly with the Comptroller of Accounts to negotiate details in selecting a convention hotel.

Post-contract, the Convention Coordinator shall:

- be responsible for convention hotel logistics:
- coordinate planning with the Vice President before and during the convention.

Additional Duties

Pre-contract, the Convention Coordinator shall:

- Try to make signed contracts 2-3 years in advance if at all possible
- Work directly with an EC approved Meeting Planning Service (currently Globauxsource) to create and distribute RFPs to hotels in the chosen locations.
(Be mindful of the following: dates, guest room block, guest room rate, complimentary rooms, function space usage, F&B minimum, negotiated concessions (site visit, WIFI costs, parking, audiovisual discount, delivery and storage fees, etc.), attrition, required minimum room block, cancelation policy, cut off dates.)
- Work directly with the EC and especially the Comptroller of Accounts to approve collected proposals.
- Forward the approved contract proposal(s) to the Comptroller for signature and any additional negotiations.
- Keep a signed copy of contract in files for reference

Post-contract, the Convention Coordinator shall:

- Request that the Comptroller fill out, and submit, any requested credit applications

for the hotel. (only if requested)

- Report any breach of contract issues to Comptroller. Comptroller will work with the Meeting Planning Service to resolve.
- Plan the Officers' Retreat with the hotel and the President of TSCA. (meal times and choices of food, room reservations for everyone, hotel tour for at least the Vice President)
- Within two months prior to the Convention:
 - Stay in consistent communication with hotel contact and VP
 - Double check event space usage (consult regularly with the VO who is in charge of convention programming)
 - Audiovisual needs – confirm budget with Comptroller
 - Check on any ADA needs
 - F&B (food and beverage) needs – confirm budget with Comptroller
 - Make hotel reservations for all officers and any convention special guests
 - Make F&B orders upon request – be mindful of the budget
 - Give Convention Program schedule to the hotel contact
 - Make sure all concessions are planned and accomplished
 - Work with VP Elect on vendor table needs and layout
 - Confirm if any officers are receiving hotel special amenities and give priorities if there are not enough for all
 - Communicate with the hotel concerning times for all meals, breaks and the set up for each public room used
- During the Convention
 - Be responsible for all convention logistics:
 - Stay in contact with convention coordinator at hotel and any staff working
 - Be sure setups are done according to our requests and needs – especially for Vendor tables. ADA, audiovisual and meal functions
 - Work with hotel staff in charge of Master Account to be sure charges are done correctly
- Any additional duties as assigned by the current TSCA President.

This position is appointed every three years. At the conclusion of the second year, the President will appoint the replacement, who will shadow the Convention coordinator for one year before taking over responsibilities. If TSCA can afford, the replacement will go on Site Visits with the Convention Coordinator and attend the Officers' Retreat.

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.
- Plan, coordinate and serve as emcee for New Members' Orientation Meeting
 - arrange for other past presidents and key members to host tables at this event.
 - Include Educator Training Committee in planning/assistance
- If wanted and able with venue create slide show for President's Reception
- Coordinate with the Convention Coordinator the number of Past Presidents attending the Past President's Dinner
- Add appropriate new/revised documents to TSCA Google drive
 - tsclofficers@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.
- Work with the Web Administrator on the Job Board for the website.
- Communicate with the webmaster dates and locations of Job Fairs in Texas throughout the year to post to the TSCA website.
- Communicate job openings in the field with the webmaster to post to the TSCA website.

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 by e-mail in January to members in both public schools and colleges.
- 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 submitted as directed.
- 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.

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.

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; and keep accurate records of all meetings and give a copy of those records to the Executive Secretary.
- Must 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 (See Bylaws). It may be helpful for chairpersons to consult with past TSCA Presidents or with the Parliamentarian for assistance in fulfilling duties.

BY-LAWS COMMITTEE

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

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. 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, *College and university Committee* - proposals for how we should respond to teacher certification issues from the continuing education certification point of view, and the field of study, *Speech & Theatre in Public Schools Committee* - proposals on teacher certification as well as a response to the anticipated speech-certified teacher shortage.

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 and hotlinks for these chairs.

The Bylaws Chairperson shall attend each Executive Committee and Executive Council meeting during the year.

Please see complete By-Laws on the TSCA website.

COLLEGE AND UNIVERSITY COMMITTEE

The *College and University Committee* shall work to encourage and improve communication, speech and theatre arts instruction in colleges and universities in the state of Texas.

This committee should support the work of the Research Conference.

COMMITTEE TO NOMINATE THE NOMINATING COMMITTEE

The incoming President will appoint six (6) members to serve on the 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

*A list of those who are **ineligible** to serve on the **Nominating committee** can be found on the TSCA website under Committees then click on Committee to Nominate the Nominating Committee.* Executive Secretary will also have this information

EDUCATOR OF THE YEAR COMMITTEE

The Educator of the Year Awards Committee shall select an individual in accordance with the established regulations for that award.

Criteria for Award (see next page)

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

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.

EDUCATOR TRAINING COMMITTEE

This committee is convened by the President of TSCA to aid entering speech teachers in the public schools. This committee shall act as mentors for new members and shall recruit experienced speech educators to assist in serving as mentors for new members. Additionally, they will attend convention to meet new members and provide guidance. The chair of the Committee on Educator Training shall update the TSCA President by December 1 and March 1 of each year regarding the progress, successes, and concerns of mentor educators working with first year members. 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.

Executive Committee

This committee is made up of the officers listed in the Bylaws. This committee shall be authorized to take such action and make appropriations as are required by emergencies arising between conventions. This committee shall approve all expenditures or reimbursements of expenditures. This committee shall hire and determine the salary of a Web Administrator. This committee has the authority to call all meetings as according to the Bylaws. The Executive Committee should select those individual members who are eligible for the Rising Star Award which will recognize up and coming members who show potential for leadership. They must have been a member of TSCA for five years or less and participated on committees, interest groups, region groups and/or programs.

FISCAL REVIEW COMMITTEE

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. Coordinate with Comptroller to complete this task prior to or during the annual convention committee meeting.

The Fiscal Review Committee should develop an operating budget for each fiscal year and should be developed in conjunction with the Comptroller and Executive Committee when appropriate.

GOVERNMENTAL AFFAIRS COMMITTEE

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. Seven members shall be appointed by the President with preference given to members in the Austin, Waco and San Antonio areas 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 and the College 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.
- Monitor the Texas Higher Education Coordinating Board
- Utilize District Chairpersons to distribute information from the Governmental Affairs Committee Chairperson to the membership.

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:

Must Do's

Arrange for a loaned copier as requested by the Executive Committee

Arrange for paper and supplies for the work room

Select a local Communicator of the Year and coordinate with the President to plan for that person to speak at the luncheon.

Arrange for greetings from the city at the opening session

Arrange 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. Coordinate with the Vice President or the Convention Coordinator on this.

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 if any are planned

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. This can be a recruiting tool for TSCA and your district/region.

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

Do not try to do everything yourself.

Be in touch with the TSCA President, VP, Convention Coordinator and Comptroller. They may have special needs and they have a budget.

NOMINATING COMMITTEE

The Nominating Committee shall propose a slate of officers of the Association to be placed in nomination at the general meeting.

According to the Bylaws, A list of nominees for all offices shall be prepared by a Nominating Committee and presented at the mid-year officers' retreat and submitted to the membership in a summer edition of the newsletter. This list should also be published on the website along with materials submitted by each candidate prior to the convention.

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.
- The report of the Nominating Committee shall be made at the first 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 Bylaws guidelines.
- 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.
- Refer to Article III, Section 2 in the Bylaws for methods for officer elections.
-

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

RESOLUTIONS COMMITTEE

The Resolutions Committee shall prepare and present to the general meeting appropriate resolutions pertaining to the annual meeting. This committee shall solicit from officers and chairs the resolutions needed for the current convention.

Resolutions will be presented at the final business meeting. The Chair of the committee should send a copy of the resolution to each person who is mentioned in a resolution.

SPECIAL AWARDS COMMITTEE

The Committee on Special Awards shall consist of five former officers of TSCA. The committee shall select those individuals eligible to receive the Outstanding Service Award and recommend Emeritus Member(s) to the Executive Council. Emeritus Members must have been retired for three years or have twenty-five years of service in the organization and maintain active membership and participation in TSCA. Recipient(s) will be announced at the annual convention.

SPEECH AND THEATRE IN PUBLIC SCHOOLS COMMITTEE

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 and/or Professional Communications course requirements 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 enough speech-certified teachers teaching speech courses.

UIL ADVISORY COMMITTEE

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.

INTEREST GROUP CHAIRS

The Interest Groups of TSCA are:

- Argumentation and Debate
- Diversity & Inclusion
- Interpersonal/Organizational Communication
- Instructional Development in High Schools
- Instructional Development in Middle Schools
- Instructional Development in the Colleges & Universities
- Oral Interpretation and Performance Studies
- Rhetoric and Communication Theory
- Texas Forensic Association/TFA
- Texas Intercollegiate Forensic Association and Texas Community College Forensic Association (TIFA/TCCFA)
- Theatre
- University Interscholastic League

Requesting a New Interest Group

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.

Interest Group Leadership

In the inaugural year of the Interest Group, the group should elect a chairperson or the President may appoint a Chairperson. At the annual convention, members of each Interest Group shall elect a Vice-chairperson to serve one year as Vice-chair and the next year as 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. 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 Communications Director and Web Administrator.
- Preside over all meetings of the interest group and carry out all responsibilities as specified in the Bylaws.

- 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.

Appendix

SAMPLE BLANK VERSIONS OF GOOGLE FORMS FOR REPORTS:

TSCA Committee Report - 2022

Please fill out this Google Form to serve as your Committee Report.

This form does require an email address and sign-in so that you can return to make changes and additions as needed. Name of Committee:



Mark only one oval.

- Bylaws Committee**
- College and University Committee**
- Committee to Nominate the Nominating Committee Educator of the Year Awards Committee**
- Educator Training Committee Executive Committee**
- Fiscal Review Committee Governmental Affairs Committee Nominating Committee**
- Public Relations Committee**
- Resolutions Committee Special Awards Committee**
- Speech and Theatre in Public Schools Committee UIL Advisory Committee**
- Strategic Planning**
- Ad Hoc - Leadership Handbook Alignment Ad Hoc - AP Course Exploration**

I. Chair:

2. Members Present:

3. Members NOT present:

4. Items Discussed:

5. Action Items:

6. Follow up issues:

7. Members willing to renew committee commitment (if rolling off in 2022):

8. List of members that you would recommend for this committee:

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Google Forms

TSCA Interest Group Report - 2021

Please fill out this Google Form to serve as your Interest Group Report.

I. Interest Group

Mark only one oval.

- Argumentation and Debate
- Interpersonal/Organizational Communication
- Instructional Development in High Schools
- Instructional Development in Middle Schools/Texas Junior Speech and Debate Association (TJSDA)
- Instructional Development in the Colleges & Universities
- Mass Communication
- Oral Interpretation and Performance Studies Rhetoric
- and Communication Theory
- Texas Forensic Association/TFA
- Texas Intercollegiate Forensic Association/TIFA
- Texas Junior College Speech and Theatre Association/TJCSTA
- Theatre
- Diversity & Inclusion

Welcome & Introductions

Current Chair Information

The current chair should have been elected in the previous year and serving this year. If the current chair is unable to attend or no longer can serve, please elect a new chair from the group who has served in the past, if at all possible

2. Name:

3. Email:

4. School/Affiliation:

5. Alternative Email:

6. Home Address:

7. Work Address:

8. Phone #:

9. Years of TSCA Service:

Attendees

10. Please list in the format of Member Name - Affiliation - Email address

Read minutes or review business form last year's meeting

New Business

Election of new Vice Chair

The Vice Chair should be elected this year to shadow the current chair and serve the next year.

11. Name:

12. Email:

13. School/Affiliation:

14. Alternative Email:

15. Home Address:

16. Work Address:

17. Phone number:

18. Years of TSCA Service:

Please help us get and keep chairs and vice chairs on the correct rotation.

If any of the above information changes during the year, PLEASE contact the Vice President with corrections.

Familiarize the members with the upcoming convention theme

"Keep It Simple"

19. Interest Group business specific to your Interest Group such as standing or special programs, deadlines, etc

20. Discuss and create panels & personnel for the panels for next year's program for your Interest Group

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Google Forms

TSCA District Report - 2021

Please fill out this Google Form to serve as your District Report. This form will be returned to the TSCA Vice President-Elect.

I. District

Mark only one oval.

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Welcome & Introductions

Current Chair Information

2. Name:

3. E-mail:

4. Home Address:

5. Work Address:

6. Phone:

7. Fax:

Please make a record of district meeting attendees
Attendees

8. Please list in the format of Member Name - Affiliation - Email address

Read Minutes/Report from last year

9. List any revisions to last year's report

New Business

10. Election of District Chair (ODD numbered districts only, unless current District Chair is unable to fulfill their duties) Complete Incoming Chair information at the end of form after listing name here.

District Award Nominations

Each has an additional Google Form. Please provide information on additional form, and make sure nominees fulfill necessary nomination requirements for years in the organization, etc.

11. Middle School Educator of the Year

12. High School Educator of the Year

13. Community College Educator of the Year

14. University Educator of the Year

15. Concerns about 2021 program:

16. Program/Short course ideas for the 2022 Convention: "Keep It Simple"

17. Ideas for recruitment from your District

18. Names of members that need to be listed in the 2022 program in order for their school to release them to attend the 2022 convention.

19. Other New Business

Incoming Chair

Even number districts elect new district chairs

20. Name:

21. E-mail:

22. Home Address:

23. Work Address:

24. Phone:

25. Fax:

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by Google.

2022 TSCA Committee Request Form

Please fill out this Google Form to indicate your interest in serving on TSCA Committees for 2022-2023.
This information will be given to Ryan Lovell.

Name:



1. School:

2. Email:

3. Phone:

Indicate which committee you are interested in serving on for TSCA

4. Your first preference:

MARK ONLY ONE OVAL.

- Bylaws Committee**
- College and University Committee**
- Committee to Nominate the Nominating Committee Educator**
- of the Year Awards Committee**
- Educator Training Committee Executive**
- Committee**
- Fiscal Review Committee Governmental**
- Affairs Committee Nominating Committee**
- Public Relations Committee**
- Resolutions Committee Special**
- Awards Committee**
- Speech and Theatre in Public Schools Committee UIL**
- Advisory Committee**
- Local Arrangements Committee**

5. Your second preference:

MARK ONLY ONE OVAL.

- Bylaws Committee**
- College and University Committee**
- Committee to Nominate the Nominating Committee Educator**
- of the Year Awards Committee**
- Educator Training Committee Executive**
- Committee**
- Fiscal Review Committee Governmental**
- Affairs Committee Nominating Committee**
- Public Relations Committee**
- Resolutions Committee Special**
- Awards Committee**
- Speech and Theatre in Public Schools Committee UIL**
- Advisory Committee**
- Local Arrangements Committee**

6. Your third preference:

MARK ONLY ONE OVAL.

- Bylaws Committee**
- College and University Committee**
- Committee to Nominate the Nominating Committee Educator**
- of the Year Awards Committee**
- Educator Training Committee Executive**
- Committee**
- Fiscal Review Committee Governmental**
- Affairs Committee Nominating Committee**
- Public Relations Committee**
- Resolutions Committee Special**
- Awards Committee**
- Speech and Theatre in Public Schools Committee UIL**
- Advisory Committee**
- Local Arrangements Committee**

7. Have you served on any committees previously?

MARK ONLY ONE OVAL.

- Yes**
- No**

8. If yes, please list:

9. Would you be willing to serve on an Ad Hoc Committee?

MARK ONLY ONE OVAL.

Yes No

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Google Forms

TSCA Outstanding Service Award Form

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 or 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 by receive this award more than once.

I. Nominating District:

Mark only one oval.

- | | |
|-----------------------|----|
| <input type="radio"/> | 1 |
| <input type="radio"/> | 2 |
| <input type="radio"/> | 3 |
| <input type="radio"/> | 4 |
| <input type="radio"/> | 5 |
| <input type="radio"/> | 6 |
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| <input type="radio"/> | 19 |
| <input type="radio"/> | 20 |

2. Nominator's Name:

3. Nominator's Email:

4. Nominee's Name:

5. Address of Nominee:

6. Email:

7. Phone:

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Google Forms

TSCA Educator of the Year Nomination Form

1. Select Level:

MARK ONLY ONE OVAL.

Middle School High

School

Community College

4-year College or University

2. Nominating District #:

MARK ONLY ONE OVAL.

<input type="radio"/>	1
<input type="radio"/>	2
<input type="radio"/>	3
<input type="radio"/>	4
<input type="radio"/>	5
<input type="radio"/>	6
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<input type="radio"/>	8
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<input type="radio"/>	17
<input type="radio"/>	18
<input type="radio"/>	19
<input type="radio"/>	20

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 given to the chairperson of the committee before May 1st to facilitate informing the Executive Council by the spring retreat. This information should include:

3. Name of nominee:

4. Level of nominee:

5. Email of nominee:

6. Responsible party for nomination information:

7. Email of responsible party:

8. Phone numbers of responsible party:

Nomination portfolios should be e-mailed and in the hands of the chairperson of the committee by August 1st.

EOY portfolios may not exceed a maximum of 10 pages. Please refer to the list below.

1 page Cover Page with photo of nominee (not to be counted in the 10 page maximum)

1 page district chair nomination letter

2 page maximum resume

1 page teaching philosophy

1 page letter from administrator of choice

5 additional letters of support from colleagues, former students, friends, family, etc.

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