

**REQUIREMENTS FOR SERVICE  
AS A TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.  
TRUSTEE**

1. Complete and submit the Trustee application form (see attached Trustee Nomination Application) to the TMCA Nominating Committee Chair no later than May 1 of each year.
2. Applicant must be a Texas Registered Municipal Clerk.
3. Applicant must be a current city secretary or municipal clerk, and have been for at least three years; must be a current member in good standing of TMCA and have been for at least three years.
4. Applicant must have served as a TMCA Committee member for at least two years.
5. Applicant must obtain support from the mayor or city manager for service as a trustee providing for released time for attending all necessary meetings and financial support for travel, telephone, correspondence, and other related expenses.
6. Applicant must provide a letter of recommendation from a city secretary (active or retired) or a chapter president. (Applicable to those applying as a first-time trustee.)
7. Applicant must be familiar with and accept the TMCA, Inc., Charter, Bylaws, Code of Ethics, corporate policies and IRS Code, Section 501(c)(3).

# 2018 TMCA TRUSTEE NOMINATION APPLICATION

**TO BE SUBMITTED BY MAY 1, 2017, TO:**

TMCA, Inc., Nominating Committee

Chair **Norma Grimaldo, TRMC**

City Secretary, City of Odessa

PO Box 4398, Odessa, Texas 79760-4398

[ngrimaldo@odessa-tx.gov](mailto:ngrimaldo@odessa-tx.gov)

Individuals serving on the TMCA Board of Directors play an important role in promoting the clerks profession and membership participation that is critical to our success.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

City: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email address: \_\_\_\_\_

Years served as a Municipal Clerk: \_\_\_\_\_ TRMC Certified: Yes No

Years as a member of TMCA: \_\_\_\_\_ TMCA Chapter: \_\_\_\_\_

Chapter member since: \_\_\_\_\_

Highlight the skills you have to serve as a trustee:

List your local chapter activities (including years) (officer, committee member, or special projects):

List your TMCA activities (committee member, convener, or special projects):

Other professional activities (IIMC, TML, awards, etc.):

**TMCA TRUSTEE NOMINATION APPLICATION, continued (PAGE 2 OF 2)**

The City of \_\_\_\_\_ understands and supports the time and travel commitment and financial requirement in attending all necessary meetings and any other related matters that may be involved serving as a TMCA Trustee.

\_\_\_\_\_  
Name & Title  
Mayor or City Manager

\_\_\_\_\_  
Signature  
Mayor or City Manager

\_\_\_\_\_ I am currently a city secretary; I have served at least three years as a city secretary.

\_\_\_\_\_ I am a current TMCA member; I have been a member of TMCA for at least three years.

\_\_\_\_\_ I have served at least two years on a TMCA committee.

\_\_\_\_\_ I accept full responsibility to uphold the duties of this office.

\_\_\_\_\_ I understand that the TMCA Executive Board meets four times a year.

\_\_\_\_\_ I understand that if I fail to attend more than one of the scheduled Executive Board meetings in a calendar year that I automatically vacate the office and may not subsequently serve as an officer or trustee for a period of one year. [TMCA Policy Manual 7A(3)].

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

► **Please attach a letter of recommendation from a City Secretary (active or retired) or a Chapter President.**  
(Applicable to those applying as a first-time trustee.)