



Texas Association of Assessing Officers

Committee Handbook



Member Committees

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TAAO Bylaws Article X – Committees

- 10.0 EXECUTIVE COMMITTEE. The executive committee shall be a standing committee consisting of the President, President Elect, Vice President, Secretary/Treasurer, Immediate Past President of the Corporation, and the Chairman of the Institute of Certified Tax Administrators. In the event that the Chairman of the Institute of Certified Tax Administrators is also a corporation officer currently serving on the Executive Committee, then the next eligible Chairman of the Institute who is not a Corporation officer would sit on the Executive Committee for that year. The Executive Committee shall set policies and procedures for the operation of the Corporate Office.
- 10.1 OTHER COMMITTEES. Other committees not having and exercising the authority of the Board of Directors in the management of the Corporation may be designated by a resolution adopted by a majority of the Board present at a meeting at which a quorum is present. Except as otherwise provided in such resolution, members of each such committee shall be members of the Corporation; and the President of the Corporation may appoint the members, or they may volunteer. Any member thereof may be removed by the person or persons authorized to appoint such member whenever in their judgment the best interests of the Corporation shall be preserved by such a removal.
- 10.2 TERM OF OFFICE. Except for members of the Audit Committee, each member of a committee shall continue as such until the next annual meeting of the members of the Corporation and until the successor is appointed, unless the committee shall be sooner terminated, or unless such member shall be removed from such committee, or such member shall cease to qualify as a member thereof.
- 10.2.1 AUDIT COMMITTEE. The Audit Committee shall consist of six (6) members: The current Secretary/Treasurer of the Institute of Certified Tax Administrators, the current Secretary/Treasurer of the Corporation and four (4) appointed members. The President-Elect shall appoint two (2) new members each year to serve a two (2) year staggered term. The President, as ex-officio member of the committee, has voting privileges in the event of a tie vote.
- 10.3 CHAIR AND/OR CO-CHAIR. One or more member of each committee shall be appointed chairperson and/or co-chairperson by the President of the Corporation.
- 10.4 CALL OF COMMITTEE MEETINGS. The Chairperson of each committee shall call meetings of each committee as the operations of the Corporation may require, or such meetings may be called upon request of three (3) members of such committee. In the case of the Executive Committee, the President shall be considered the Chairperson.
- 10.5 VACANCIES. Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.
- 10.6 QUORUM. Unless otherwise provided in the resolution of the Board of Directors designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of committee.
- 10.7 RULES. Each committee shall adopt its own rules for government not inconsistent with these Bylaws, or with rules adopted by the Board of Directors.

Committee Descriptions

The **Audit Committee** meets quarterly in the state TAAO office to inspect the financial records of TAAO. One of these meetings is with the outside auditor after the annual audit is complete. The committee files a written report for documentation at the annual business meeting.

Estimated Time Commitment: Two-year term with four trips to Austin required each year

The **Budget Committee** will receive the annual budget in advance before the approval meeting to have a sufficient amount of time to review and ask questions before submitting to the full board. This committee will consist of the TAAO President, the TAAO & ICTA Secretary/Treasurer and one other member.

The **Building Committee** will be looking into building an office or buying a structure in Travis or contiguous counties.

Estimated Time Commitment: Initially, communication will probably be handled via email, fax and phone, but your presence will be required at the Fall and Spring Board meetings.

The **Bylaws Committee** recommends changes to the bylaws; association members vote on the proposed changes at the Annual Business Meeting during the TAAO & ICTA Annual Conference. Also, during the business meeting, the committee presents a resolution to honor members who have passed away in the previous year.

Estimated Time Commitment: Very little if no issues arise; communication for this committee is often handled via email, fax, and phone.

The **Chapter Relations Committee** is the link between the state TAAO office and our network of chapters across Texas. The committee works closely with the TAAO staff, regional directors, and chapter officers to coordinate new projects and programs. The Chapter Relations Committee solicits gift baskets for Bingo night at the Annual Conference and mans an exhibit booth during conference with games for cash giveaways.

Estimated Time Commitment: 1-2 hours per month; slightly more in the months immediately prior to the Annual Conference

The **Conference Committee** is the industries voice TAAO & ICTA Annual Conference provides the education (and fun) that Texas property tax professionals need to effectively serve the taxpaying public. The committee determines the educational program and advises staff on various areas of the conference. The committee works closely with the Golf and Fundraising Committees. The chair (or a committee member) writes articles for the TAN magazine regarding the conference.

Estimated Time Commitment: 1-2 hours per week for committee chair during planning phase and 1-2 hours per quarter for committee chair to write TAN article; 1-2 hours per month for committee members; committee members are asked to volunteer during the Annual Conference

The **Education Committee** works closely with the state office to create and plan TAAO's educational offerings. The committee develops new educational offerings, provides input on, and monitors the schedule of classes and seminars and helps map the future of TAAO's education program. The chair (or a committee member) writes articles for the TAN magazine on education topics.

Estimated Time Commitment: 3-4 hours per month for committee chair when planning programs; 1-2 hours per quarter for committee chair to write TAN article

The **Election Tellers Committee** tabulates the ballots for the election of TAAO officers before the Annual Business Meeting at the TAAO & ICTA Annual Conference.

Estimated Time Commitment: Must attend Annual Conference; approximately 2 hours to tabulate ballots

The **Ethics Committee** responds to requests for opinions about ethical situations when asked and submits recommendations to the TAAO Board of Directors as necessary. The chair (or a committee member) writes articles for the TAN magazine about ethics to advise members on proper conduct.

Estimated Time Commitment: None for committee members unless issues arise for committee's input; 1-2 hours per quarter for committee chair to write TAN article

The **Fundraising Committee** works with the TAAO staff to determine funding needs and then plans and carries out the fundraising events – usually at the TAAO & ICTA Annual Conference. Past fundraising projects have included silent auctions, raffles, bingo, and poker tournaments. The committee works closely with the Conference Committee.

Estimated Time Commitment: 3-4 hours per month for committee chair

The **Golf Tournament Committee** is charged with the organization and execution of the annual golf tournament that takes place during the annual conference. The committee selects a golf course near the conference venue, solicits sponsorships and manages pairings.

Estimated Time Commitment: 3-4 hours per month for committee chair; 1-2 hours per month for committee members in the months immediately prior to the Annual Conference

The **Government Relations Committee** tracks all legislative activity in legislative years for TAAO to communicate to our members. This committee recommends procedures for improving the relations with the ad valorem tax profession and all levels of government to the TAAO Board of Directors. The committee also evaluates and analyzes legal trends and all developments applicable to the profession. The chair (or a committee member) writes articles for the TAN magazine on legislative topics.

Estimated Time Commitment: 1-2 hours per week for committee chair during legislative session; 1-2 hours per quarter for Committee Chair to write TAN article

The **Marillyn Albert Achievement Award Committee** bestows TAAO's highest honor on one member each year. Named after former TAAO president and executive director Marillyn Albert Harkins, this award recognizes a TAAO member who consistently performs high-quality work, is devoted to excellence, and maintains a professional image. The committee judges' applications to determine winners of the Marillyn Albert Achievement Award.

Estimated Time Commitment: 1-2 hours per week in June-July when judging nominations

The **Membership Committee** advises the board on where focus is needed to increase membership growth/participation and contacts all non-renewed members each spring who may not be renewing.

Estimated Time Commitment: 2 -3 hours per week when contacting non-renewals

The **Nominating Committee** In accordance with Article IX, Sec 9.0, the Nominating Committee is composed of 5 (five) Past Presidents in good standing, appointed by the Immediate Past President. The nominating committee is selected, at least, 6 (six) months, but not more than 1 (one) year prior to the annual meeting of the membership. The President is responsible for certifying the eligibility of each member of the Nominating Committee.

The **Tax Attorney Committee** gives legal advice to TAAO as necessary. The committee chair (or members of the committee) submits law-related articles for publication in each issue of the TAN magazine.

Estimated Time Commitment: None for committee members unless an issue arises for committee's input; 1-2 hours per quarter for committee chair to write TAN article

The **Up & Coming Committee** This committee bestows TAAO's newest award, the Up-and-Coming Award which recognizes members with as little as three years of service to TAAO chapters and state committees for their service and commitment to TAAO.

The **Walter Stoneham TAAO Scholarship Committee** awards scholarships to help TAAO members further their education. The committee reviews scholarship applications and decides which members are awarded scholarships; recipients are announced at the Annual Conference. The committee also plans the Walter Stoneham Scholarship Event, which is held at the Annual Conference and is a source of income for the scholarship fund.

Estimated Time Commitment: 1-2 hours per week in June-July when judging applications; committee members are encouraged to volunteer at the Walter Stoneham Scholarship fundraising event

Responsibilities of the Committee Chair

- Recruits additional committee members.
- Prepares meeting agendas and distributes relevant information to members before the meeting.
- Presides over meetings in an orderly and constructive manner, with a focus on gaining consensus and reaching a decision.
- Informs members of objectives and their individual responsibilities.
- Follows-up on the progress of each member's assignments.
- Keeps members and TAAO staff apprised of decisions and project status.
- Encourages active participation of all committee members.
- Prepares status reports for the Spring and Conference board packets and an annual report of activities for the Fall board packet.
- Writes articles for TAN Magazine. (Certain chairs write articles for each issue, but any chair is welcome to submit an article at any time.)
- Writes Thank You notes to sponsors and volunteers.

Responsibilities of Committee Members

- Attend all committee meetings. *
- Review material and agenda before meetings.
- Accept and follow through on assignments, respecting deadlines, and parameters of assignments.
- Promptly acknowledge all communications concerning the committee.
- Take an active part in all committee discussions, whether via email or in-person.
- Approach problems objectively and impersonally and respect other ideas or conflicting viewpoints.

Role of TAAO Staff

- Serve as an informational resource and provide administrative support as needed.
- Sign all contracts on behalf of the association.
- Communicate information about committee activities to TAAO membership.

**Committees normally meet in person two times a year: Spring Boards and Fall Leadership. However, a majority of committee work can be carried out through email and conference calls.*

Audit Committee

1. Meets quarterly via zoom to conduct audit of the books and interview staff to expose inappropriate financial behavior and/or hidden risk factors pertaining to money handling/banking procedures.
2. Reviews monthly financials:
 - Every quarter TAAO accountant will upload three months of financial documents (9 (nine) different folders for each month) in Drop Box for review (an Invite from Drop Box sent to each member)
 - Folders to review
 - a. Financials
 - b. Bank Deposits (Credit Cards)
 - c. Bank Deposits (checks)
 - d. Bank Recons
 - e. Payables
 - f. Refunds
 - g. Transfers/Credits
 - h. Payroll
 - i. Credit Card Statements
 - TAAO accountant will email the committee one (1) week prior, advising files are ready to be reviewed
 - Audit Chair will assign files/month to each of the members
3. Reviews and advises staff on internal controls and accounting practices.
4. Reviews the payroll summary for the correct payee, hours worked and check amount.
5. Reports to the Board on an annual basis or as needed whether any complaints or concerns about financial improprieties have been raised by employees or others.
6. Recommends to the Board the selection, retention, or termination of the outside auditor.
7. Meets with outside auditors to review annual audit and discuss any "material" or "serious" recommendations they may have, including the major risk factors.

The audit committee is the only committee that has two-year terms as outlined in the bylaws. Each year, two new members join the committee and two rotate off so there is always continuity to the committee. The current TAAO and ICTA Secretary/Treasurer serve as members of the audit committee for one year.

The audit committee typically meets quarterly via zoom. The meetings, which run approximately 3 hrs., can be scheduled for morning or afternoon typically starting at 10AM or 1PM respectively.

The outside auditor (Pete Allman & Associates) presents their Annual Audit to the committee at the January/February meeting. Allow additional time for their reporting.

The financials for each month are not typically completed until the 20th of the following month in order to allow receipt/review of monthly bank statements.

Budget Committee

Budget committee members should analyze past financial performance and apply that information with future projections to accurately plan the finances for the upcoming year. They present the budget to the board with their recommendations for an annual budget. The budget committee should monitor the financial performance during the year and recommend any amendments to the board.

Chapter Relations Committee

The CHAPTER RELATIONS COMMITTEE is the link between the state TAAO office and the network of chapters across Texas. The committee works closely with the TAAO staff, regional directors, and chapter officers to coordinate new projects and programs. Will assist chapters with leadership duties from preparing an agenda for chapter meetings to the overall information of how the TAAO operates. The CHAPTER RELATIONS COMMITTEE plays a big role in assisting with fundraising at the conference, before and at the conference by soliciting gift baskets, homemade quilts and other homemade crafts for Bingo night and other fund-raising events to meet those goals. The CHAPTER RELATIONS COMMITTEE also assists with Bingo night, mans an exhibit booth during conference with games for a chance to win cash prizes and last, but not least, works on the sale of raffle tickets for those items which were donated.

Conference Committee

Where to Begin

- **Immediately after previous conference**
 - Work with new President to discuss theme
 - Work with TAAO staff to determine new conference layout
 - General Session
 - Breakouts
 - Special Events
 - President's Dinner & Thank you Reception
 - Conference breakdown by day
- **After fall leadership....**
 - Begin to contact possible speakers immediately
 - Busy schedules
 - Need to get on calendar ASAP
- **Next Order of Business**
 - Determine overall educational theme of conference
 - Subjects that need to be discussed
 - What's important for general sessions
 - What's important for breakout sessions
 - What's relevant for collections and appraisal
 - Is it a legislative year?
 - Need to schedule SLRU
 - What additional education needs to be offered
 - Instructor orientation etc.

- Where to get ideas for topics
 - Conference committee at leadership
 - Speak with individuals from appraisal, collection, water districts, etc.
- Don't be afraid to ask for help
 - Different people have access to different speakers
 - Local people can give ideas for local presenters
 - Represent conference city
- **January 1 (or as soon as possible)**
 - Registration Opens
 - Hotel Reservations open
 - Finalize Agenda
 - Many jurisdictions cannot receive approval for travel until agenda is provided
 - Use "Tentative" agenda while making changes
- **Before Spring Board Committee Meeting (best if by early February)**
 - Have timeline already laid out
 - Fill in slots (breakout, general session, important topics)
 - Be willing to change if needed
 - Speakers Confirmed
- **Once confirmed.....**
 - Send confirmation email with specific date and time
 - Form email with specifics and dates presentations need to be received for CE approval (Executive Director can give you dates) AV requirements, hotel needed etc.
 - Send email to
 - Speaker
 - Assistant if possible
 - Inform Executive Director if Speaker will require Hotel room as compensation
 - Discuss topics with committee and fill in slots
 - The chair is responsible to ensure that all CE requirements are met
 - TAAO Executive Director and Education Coordinator can help
- **After speakers confirmed and/or replacements found.....**
 - Work with respective Chairs on other special events
 - President's Dinner (Band/DJ must be booked no later than early March)
 - Awards Luncheon
 - Bingo Night; Theme (Fundraising Chair)
 - Scholarship Fundraising (WS & TT Chairs)
 - Confirm with Executive Director on a regular basis regarding events sponsored by specific groups
 - TAAO staff can also assist with any special requests for other events
 - Golf Tournament, Scholarship Fundraisers, etc.
- **Spring Boards**
 - Assign Introductions
 - Fill in any cancellations
 - Discuss and finalize Awards Luncheon Script
- **One Month Before Conference**
 - Send all speakers a reminder email and verify attendance
 - Verify hotel room if needed

- Confirm AV requirements
 - Request Bio and photo be sent to TAAO
 - Verify TAAO has Received all documentation and Power Point presentations from speakers
 - Discuss Awards agenda with president and review outline for presenter
- **Immediately After Conference**
 - Collect Notes
 - Review what worked/did not work and submit to Executive Director
 - Conference Chair submit final Committee Report for Fall Leadership Meeting

Volunteer Captain for Conference

The Volunteer Captain will work closely with TAAO Staff. The captain serves as lead volunteer during the Annual Conference and is responsible for organizing and coordinating volunteer tasks. The captain will be required to:

- Be the main point of contact for TAAO staff and the volunteer members
- Attend the volunteer meeting scheduled prior to the start of conference
- Assign volunteers to different tasks as they arise or are needed
- Ensure that the volunteer members are aware of their job duties, where they need to be and at what time they are scheduled

Education Committee

The Education Committee is made up of TAAO members from all areas of the property tax profession. We have members from tax offices, appraisal districts, law firms, software/appraisal vendors and even the Comptroller's Office. And while these members come from varying backgrounds, they all have one thing in common – a desire and passion to keep the organization's educational programs the best that are offered to the professional tax community.

The Committee develops new courses, updates existing courses to meet the changes enacted by the legislature and develops workshops and seminars that are timely, helpful, and informative.

The Education Committee is always looking for additional members who have a heart for education.

Election Tellers Committee

The Election Tellers meet, in a designated area, prior to the annual Business meeting at the TAAO & ICTA Annual Conference.

The unopened Mail-in ballots and report of online voting will be in the designated area, assigned by TAAO staff. The Tellers will open the ballots, review for accuracy, and tabulate the votes for each candidate. Tellers will also tabulate Online votes from the report the TAAO staff has secured.

Once the tabulation has been completed, a report of the tabulations will be submitted to the Nominating Chair. The Nominating Chair will read the report at the annual Business Meeting to announce the Candidate who received the highest number of votes.

In the event of a tie, an additional vote will be held to determine the winner of the tie during the annual Business meeting.

Ethics Committee

When instances of questionable behavior are reported, review the TAAO Code of Ethics to learn if the situation in question has violated any of the ethical codes.

Texas Association of Assessing Officers

Code of Ethics

I will, as a member of the Texas Association of Assessing Officers, uphold the laws of my city and my state and my country.

I will, in my capacity as an assessing officer, strive for equality and uniformity of values without fear or favor.

I will not allow my personal opinion to isolate me from adequate consultation on matter of controversial nature.

I will listen with patience and consideration to every complaint with an open mind, free of prejudice and intolerance.

I will constantly endeavor to improve my fitness of the position I occupy.

I will not let my official acts be influenced by pressure groups or by threats of political reprisal. **I will** bear in mind that a public office is a public trust and always conduct myself in such a manner that will permit me to review the transactions of each day without condemning myself of being justly condemned by my fellow man.

Fundraising Committee

Solicitation Letters

- Executive Director can help compose a letter for your review. You may also want to include a Themed flyer of the events.
- Letters should be personalized when possible. If you know the prospective contributor, the opening should be on a first name basis.
- Each letter should be signed individually. No stamps. Send the letters back to TAAO office for mailing.
- The first mailing should be in January. A follow up at the end of March. A third mailing can be sent in May/June to likely contributors.
- Be sure to emphasize to contributors, we are **not** TAAD. In the past, donors have stated they thought they had already sent in their donations. TAADs conference is in February.
- Stress in the letter our members cover appraisal **and** collection.

Bingo

- TAAO has the supplies needed. In the past packets of ten cards for \$20 plus two “blackout” games for sports tickets for \$5 each. For \$30, a person could play all the games. \$5 games are “Blackout” games. Usually, played midway through the games, perhaps game #5 & game #10. If you have received more than one set of Cowboys/Texans tickets, you will need to consider when to play another “Blackout” game. Keep in mind “Blackout” games require longer playing time. The Chapter Relations Committee will also provide gift baskets.
- Whoever your volunteer callers are make sure they are energetic & entertaining.

- Understand many of the players have just returned from the law firm dinners and they have had plenty to drink. By the end of the evening, it gets rowdy. A woman was literally dancing on the table one year. “Stay calm and carry on.”
- Make sure you review the rules, with the players at the beginning of the evening. At the beginning of each game, state the color Bingo sheet and which game pattern. Determine who first person to call/yell BINGO, will be the winner. If multiple winners, “Sudden Death” game applies. Stress, the process to win! If you allow players to win by saying something else or waving their card in the air it will cause problems. Regardless of the person, they need to yell BINGO!
- Volunteers are needed to sell tickets & help pick up Bingo called sheets for verifying. You will need at least 4 people manning the Bingo Card Sale table and 4 people selling inside. Inside sellers will watch for buyers raising their hand to buy additional Bingo Cards. As the games are being called, one person should stand in the middle with ticket sellers watching to verify first person to call Bingo. Once the card is verified, the Winner should come forward to pick up the prize.
- The games last approximately two hours. At the end immediately go to the TAAO designated room and count the money. It takes several people to verify the count. The money is then turned into a designated TAAO Staff member.

50/50 Drawing

- Having two winners seemed to work well. I also suggest using two different colored tickets, it encourages sales. People want to buy both to make sure they are covered
- Begin selling tickets Monday morning outside the main session room. Jim Hudspeth has been a tremendous resource in selling. Use any volunteers you can because it involves hours of sitting at a table. Stop selling at least an hour before the end of the last session. It takes time to count the money and prepare two envelopes for the winners. Be ready immediately after the end of the last session.
- Read the winning numbers three times as clearly as possible. Consolation prizes are any remaining gift baskets from Bingo.
- Strongly recommend Fundraising Chair & Co-Chair not buy Raffle Tickets. Appearance is everything.

Miscellaneous

- Fundraising involves working with others in TAAO. Chapter Relations is very important because they provide the gift baskets. Contact local chapter Presidents to secure volunteers.
- If you have any new contacts for potential contributors use them.
- The TAAO office staff is extremely helpful and will work with you to secure new donors.
- Past Committee Chair David Pennington’s email is penning1950@yahoo.com and Tel: 817-372-9527 and Ken Nolan, nolandk@dcad.org.

Golf Committee

Stage One (9 Months)

- Develop a steering committee who will determine if a golf outing is feasible, and how much money to fund raise.
- Committee members should divide the duties for events, obtaining sponsorships, meals, and marketing and promotions.
- Committee should choose a location for the outing and reserve a date and a time.

Stage Two (7 months)

- Committee members should enlist additional volunteers for the committee and assign duties such as establishing a budget for green fees and carts, food and beverages, gifts and prizes, and publicity and printing.
- Determine registration fees, and establish flyer/registration form (use template from TAAO office)
- Decide on a format for your outing (teams/scoring system), and choose games and contests (longest drive, closest to the pin, hole-in-one).
- Create sponsor packages and develop sponsor letters (seek out potential sponsors).
- Contact/meet with facility staff to go over final function sheet and contract.
- Finalize event activities. Decide if you will offer any additional fundraising opportunities like mulligans, a raffle and/or a silent auction.

Stage Three (Spring Board)

- Determine your lunch menu, choose vendors for tee signs and banners, prizes and awards and photography.
- Develop a publicity strategy. Print and mail sponsorships/invitations to previous and new sponsors.
- Begin recruiting golfers. Print and mail save the date cards (emails).
- Determine gifts and prizes. Visitation of Golf Course! (Ask for a free round)

Stage Four – (3 Months)

- Secure items for golfer gift bags and contest prizes, promote tournament via email (TAN), gather and submit sponsor logos to TAAO staff.
- Confirm contracts with all outside vendors, build Tournament Pairings Spreadsheet (Excel), check participation progress (TAAO office).

Stage Five (1 Month)

- Confirm tee times, food, and refreshments. Determine and prepare printed materials that will be distributed on event day.
- Assign volunteer(s) to deliver prizes, signs, etc. to the golf course, and if foursomes are not already determined, group them on a mock pairing sheet (based on last year's pairings-check for pairing conflicts)

Final Stages

- Confirm signage with vendor/TAAO office (2 weeks)
- Make sure all items are transported to hotel/golf course: (signs/trophies/goodie bags/prizes/snacks/committee members (1 week)
- Have money and change box ready to sell mulligans, raffle tickets or other items. (2 days)

Day of Tournament

- Arrive by 6am; Set up hole-in-one and sponsor signs
- Set up registration table and be sure to allow enough room to avoid congestion.

After Tournament

- Announce winners and recognize sponsors at the awards ceremony.
- Clean up

Government Relations Committee

The primary function of the Government Relations Chair is to disseminate information. As TAAO is a non-profit organization supported by entity funds, we are prohibited from lobbying or participating in lobbying of any kind. Therefore, the Chair will be responsible for keeping up with the legislation that is filed and keeping our members up to date with bills that could affect them.

The Chair can begin by locating someone who tracks legislation (attorneys, CAD and CTO employees etc.) and getting on their mailing list, or by tracking legislation through services such as Telecon (paid service) or by using Texas Legislature Online at capitol.texas.gov. In the past, TAAO has posted lists of legislation on their website once reviewed by the government relations chair or committee.

Committee meetings may be conducted in person, by phone or Zoom, and are best utilized as discussion resources for ways committee members can relate the issues with proposed legislation to their respective communities.

It is best to attend as many legislative seminars as possible to keep up with the most recent activities and bill changes made during the sessions. In the off season, you can also keep track of things you hear within the industry that may be coming up during the next legislative session. While we cannot be involved in the actual process at the capital, we can make sure that the voices of our members are heard when bills are being written. It's all about communication.

Additionally, during a legislative year TAN articles will be required. The articles are written by the Chair but can be written by a member of the committee.

Marilyn Albert Achievement Award Committee

Nominations are received in June and July. It has been easier to meet by conference call, internet and by zoom. The committee will review the applications. These are some of the items to consider in making the decision for the best candidate: have they served on Committees, as Board members, Regional Directors or is there any other information where they have helped to further TAAO's Goals. Use your own system for scoring to gather your points earned. A total of 25 points was used in the past. In the case of a tie, award extra points for other information submitted where the nominee excels. Recommend creating the Scoring system prior to announcing the time frame for submitting applications.

Membership Committee

Dues cover a one-year membership, from Oct. 1st – Sept. 30th and become payable upon receipt of invoice. However, dues are not considered late until Jan. 1st.

In early February, request a list of "Unpaid Members" from the Membership Coordinator of TAAO's office. The list will include Contact and Business info. Evaluate the list for any known members who may have retired, changed employers, or are now deceased.

Divide the list between you and your committee members. Use the list to begin contacting Unpaid Members. Contacting the members via personal phone call will give you the best results. Secondary is by email.

Create an Excel spreadsheet to maintain and track information you and your committee members have discovered from the calls/emails: payment was already made, payment coming, change in employment, left the business, retired, deceased, etc. When the list research has been completed, send the list to the Membership Coordinator. The info will be used to update TAAO's database.

The Committee Chair should create a sample Script to be used by the committee members when calling/emailing. A sample of the email to go out to the members can be obtained from the Membership Coordinator upon request.

Be sure to convey a deadline to your committee members for returning the list with the results. (Best not to exceed 1 month from start date)

Past Committee Chairs to contact as resources: Tammy Smith and Eva Bush.

Nominating Committee

Nominating Committee Chair, who is selected by the Immediate Past President, will schedule a meeting not later than 4 (four) months prior to the annual TAAO & ICTA meeting. The meeting may be conducted via email. At said meeting, the committee will verify eligibility of all nominated candidates. The committee will also verify the candidates have accepted the nomination and they are aware of the 5-year commitment in the event they are elected. Once the slate of nominations is complete the slate is reported to the TAAO office for preparation of the ballot.

Up & Coming Committee

- The Up-and-Coming Committee corresponds thru email.
- The committee receives recommendation letters in July.
- The committee review and score the recommendation letter.
- A winner is selected in July and report the winner to TAAO staff.

Walter Stoneham Scholarship Committee

Planning the actual run was a bit more difficult. Start by contacting the hotel to see if they have any preplanned routes or restrictions. One example of restrictions, last year we were not allowed to run on the cart paths. The year prior, we could not impede traffic. So, we just ran around the block, to avoid crossing any streets. Also, try calling the city for additional assistance in planning your route. Usually we received the same answers, not impeding traffic and such. Using google maps, we planned and mapped the route. Then reach out to the team for help the morning of the run. I usually had one or two that were active in helping. A lot of my help came from Leslie and Liz and my staff (not on the committee). I had a couple of Agents who donated money or bars and water. I brought my own ice chest and iced down the waters the night before. I had someone that kept time, as well, on their phone. If the route was complicated, I would position people along the route to make sure all went the right way. There are a few **VERY** competitive runners who want the run to be the correct distance along with knowing their actual time. We would announce the 1st – 3rd place winners at the run (most people waited around). There is typically a group who dresses up and we would announce them as the best dressed/funniest/loudest etc. group at the awards lunch.

For Yoga, we would search for Yoga instructors in the area. Let them know what is needed of their services. We stressed it would be a small group that was very green. We mostly went with stretching or simple stress relieving moves. Ask if the instructor provides mats for free. If not and the cost is reasonable, we usually went with that. You can also contact the hotel ask if they can provide towels in that room. I had a sponsor for Yoga. We would also try to have an ice chest (that I provided) for waters in that room as well. I had one member who handled Yoga all the way through. Parking is sometimes an issue with the instructor, the sponsor would pay for the parking if necessary.

There was always a handful that wanted to sign up at conference along with the morning of. Keeping track of that was sometimes a pain. I would make sure to have a meeting area in mind so when they stopped by the table they would know where to meet. I was usually at the starting/meeting point, ready to go at 6:30 am.