

OFFICER JOB DESCRIPTIONS MONTGOMERY COUNTY HISTORICAL COMMISSION

CHAIRMAN

Appointed by County Judge and appointment approved by County Commissioner's Court

Provides an annual report of Historical Commission activities to the Commissioner's Court

Provides an annual report of Historical Commission activities to Texas Historical Commission

Promotes the mission of the County Historical Commission that involves:

- Surveying, recording and promoting the appreciation of local history, historical structures and historical sites, as well as marking those historic sites and structures deemed worthy of preservation for either historical or architectural reasons
- Discovering, and as appropriate, circulating information pertinent to the historical identity of Montgomery County, Texas, such as the placement of historical markers.
- Cooperating with other persons, groups, organizations and agencies in preserving the history and heritage of Texas.

Serves as the contact person receiving reports and emails sent from the staff of the THC

Strives to establish a congenial working relationship with the County Judge, each County Commissioner, County Auditor, County Attorney, and the members of their staffs

Supervises the affairs of the Historical Commission with input and direction from the Historical Commission membership

Presides over the meetings of County Historical Commission and exercises parliamentary control over the meetings

Prepares the meeting agendas with input from the Historical Commission membership

Ensures that meeting agendas are posted at the County Clerk's office at least 72 hours before each meeting in conformance with the Texas Open Meetings Act

Regularly provides informational updates to all Historical Commission members and, when appropriate, to members of the public

Encourages participation of all members of the Historical Commission in meetings and projects

Appoints committee chairpersons, standing committees and *ad hoc* committees with input from the Commission members, as may be necessary to perform the work of the Historical Commission

Encourages all Historical Commission members to take the Texas Attorney General's one-hour online Texas Open Meetings Act training as they are required by law

Performs other normal duties incident to the chairman of a county historical commission as directed by the Texas Historical Commission or by the membership of the Historical Commission

VICE CHAIRPERSON

Elected for a two-year term by the membership of the Historical Commission at the first meeting of the Commission in odd-numbered years after all Historical Commission members have been reappointed by the County Commissioners Court

Acts in place of the Chairperson in the event of the Chairperson's absence, inability, or refusal to act

Strives to be familiar with the job description and duties of the Chairman to be prepared to assume those duties if necessary

Exercises and discharges such other duties as may be required by the membership of the Historical Commission or requested by the Chairperson

Serves as the parliamentarian at Commission meetings and interprets any ambiguities of the Bylaws

TREASURER

Elected for a two-year term by the membership of the Historical Commission at the first meeting of the Commission in odd-numbered years after all Historical Commission members have been reappointed by the County Commissioners Court

Conducts the financial business of the Historical Commission, including depositing, or ensuring that someone deposits, all donations to the Commission and sales proceeds with the County Treasurer

Submits reports of the Commission's financial standing at each Commission meeting

Responsible for accountings to the County Auditor and Commission Officers as required

Serves as a member of the Grants Committee to ensure that all grant reimbursements comply with the Grant Reimbursement Procedure of the Historical Commission

Performs all duties incident to the office of Treasurer and such other duties as may be required by law or the Bylaws.

Performs other duties as may be assigned by the Executive Committee or by the Historical Commission membership

SECRETARY

Elected for a two-year term by the membership of the Historical Commission at the first meeting of the Commission in odd-numbered years after all Historical Commission members have been reappointed by the County Commissioners Court

Takes, or ensures that someone takes, minutes of all meetings of the Historical Commission and of meetings of committees

Keeps copies of all minutes at the principle office of the Commission

Attests to and keeps the Bylaws and other legal records of the Commission, or copies thereof, at the principle office of the Commission

Keeps copies of all Commission members' certificates of completion of the Texas Attorney General's online Texas Open Meetings Act training at the principle office of the Commission

Performs all other duties incident to the office of Secretary and as required by the Historical Commission, the Bylaws, or by law