

**TEXAS ASSOCIATION OF COUNTY AUDITORS
COMMITTEES SIGN UP SHEET
ASSOCIATION YEAR 2009 – 2010**

The following is a list of committees per the TACA by-laws and other committees I am requesting be continued or formed. The TACA's success is based on the commitment of every auditor and every assistant auditor participating in these committees. Assistant auditors are an invaluable resource that has been historically underutilized. Assistants should obtain permission and encouragement from their County Auditor to participate.

We understand your time is valuable. Therefore, the Board has authorized the use of teleconferencing to reduce the need for travel and time away from the office allowing you to maximize your participation. The membership is the backbone of TACA. The committees are the arms and legs. **Without committee members volunteering their time and energy for project work at hand, TACA goes nowhere and cannot fulfill its obligations to the membership to provide adequate service.** Regardless if leadership points TACA in the right direction, it is you, the membership, which "moves" the Association in order to complete our mission.

Please check the committee(s) and/or subcommittee(s) you would like to participate in this next year and turn this form in with the CPE hours form on Friday.

Standing Committees:

_____ LAW STUDY COMMITTEE: It shall be the duty the Law Study Committee to promote adoption, amendment and maintenance of proper laws on behalf of, and in favor of, the County Auditors of this State. This Committee shall be empowered to use the name of the Association for this purpose.

_____ AUDITING COMMITTEE: It shall be the duty of the Auditing Committee to annually audit the finances of the Association including, but not limited to, the records maintained by the Secretary-Treasurer and the host for the annual conference. A report shall be made during each conference meeting.

_____ INSTITUTE COMMITTEE: It shall be the duty of the Institute Committee to work with a qualified party, as determined by the Board of Directors, in planning the program of the Institute and promoting attendance at the Institute.

_____ ENTERTAINMENT/SPONSORSHIP COMMITTEE: It shall be the duty of the Entertainment Committee to assist the annual conference Host Auditor in planning entertainment for this occasion. This Committee shall also assist the County Auditor's Institute Committee and Host County for the Fall Conference in soliciting and obtaining sponsorships on behalf of TACA for both events as well as entertainment planning. It shall be the duty of this Committee to provide for receptions at the annual County Auditor's Institute, and welcome and introduce first time Auditors at all Association meetings.

_____ MEMBERSHIP COMMITTEE: It shall be the duty of the Membership Committee to promote membership in the Association through written and personal contact with County Auditors throughout the State. It shall also be the duty of the Membership Committee to annually update and publish the "Texas Association of County Auditor's Directory", and distribute said update to the membership.

- Subcommittees:

_____ MENTORING – Assisting new County Auditors.

_____ DIRECTORY – Update info/photos and distribution.

_____ ANNUAL MEETING SITE COMMITTEE: It shall be the duty of the Annual Meeting Site Committee to take all meeting site requests, determine the site that would be to the best advantage for successful annual meetings, and recommend their selection to the general membership during the annual conference. This Committee will assist the Host Auditor in the preparation and planning of the annual conference. Should no requests be received by this Committee, it shall be the responsibility of the Committee to actively solicit meeting site requests from our membership.

COMMITTEE SIGN UP, continued

_____ EDUCATION COMMITTEE: It shall be the duty of the Education Committee to aid and assist County Auditors in this State in becoming better informed concerning their duties and better informed concerning their duties and responsibilities. This Committee will study problems and seek answers to problems, which are common among County Auditors. This Committee will publish and distribute results and recommendations on their findings to all County Auditors in this State. This Committee will promote professionalism through education for the Texas Association of County Auditors. The committee shall also be charged with oversight and/or delegation of subcommittees for New Auditor Training and assisting with development of regional area meetings for quarterly training.

- Subcommittees:

_____ NEW AUDITOR TRAINING

_____ AREA TRAINING

_____ COUNTY AUDITORS' COMMENTS COMMITTEE: It shall be the duty of the County Auditors' Comments Committee to publish and distribute a regular newsletter to members. The newsletter shall contain articles about information and events affecting County Auditors.

_____ TECHNOLOGY COMMITTEE: It shall be the duty of the Technology Committee to give guidance for operational and technical issues regarding computer and software that is deemed beneficial to County Auditors. It shall strive to achieve technical advancement while working with counties, the Board and other committees and raise the level of technical competence of members through ongoing education.

_____ WEB SITE COMMITTEE: It shall be the duty of the Website Committee to construct, maintain and update the website for the association. This includes adding new link categories and deleting ones that are no longer useful and posting any information that may be needed to quickly communicate with association members.

_____ BY-LAWS COMMITTEE: It shall be the duty of the By-Laws Committee to continually review the by-laws of the association for improvement and/or correction that it deems necessary for Board consideration.

Temporary Committees:

_____ AUDIT GUIDE/AUDITOR'S HANDBOOK COMMITTEE: It shall be the duty of the Audit Guide/Auditor's Handbook Committee to review the existing guide and handbook for the purpose of maintaining the information in a current status and to provide additions and/or deletions as deemed appropriate by the Committee in conjunction with the Education Committee. The Committee shall be responsible for the printing of the guide and handbook, and for its distribution to the membership.

_____ ADVISORY COMMITTEE: (Active Past Presidents Only) It shall be the duty of the Advisory Committee to provide guidance and advise to the Board of Directors of the Association.

Additional committees may be formed to conduct the business of the Association at any time in the future. These committees will be established by the President and presented to the Board of Directors.

I want to sincerely express my gratitude for your participation in our Association. Thank you.

Edward A. Dion
President

Please consider the above checked committee(s) for my participation in the 2009 – 2010 year.

Name _____ County _____

Email _____ Phone _____