

FCCA CIRCUIT REPRESENTATIVE RESPONSIBILITIES
October 2007

The Circuit Representatives prerequisites are: (1) be an active FCCA member and (2) must have attended at least two annual FCCA conferences. The terms of office for the above positions are **two** years.

- ◆ Appointed by the Chairperson of the Deputy Clerks' Council upon nomination by the membership within the Circuit and shall serve for a term of **two** years. The appointments of the Circuit Representatives shall coincide with the terms of office and election of the Board of Directors.
- ◆ Represents the Circuit members by attending Board of Directors meetings and collecting information from the meetings to disseminate to the members in the circuit. Attends on behalf of those that cannot attend the conferences.
- ◆ Disseminates information and newsworthy items from the Board and Officers to District Representatives to keep them informed. Reports on activities of the Board to the members.
- ◆ Distribute annual membership materials from the Membership Chair to the District Representatives. Follow up with them during the drive for guidance or assistance or needed materials for their presentations with their court.
- ◆ Provide information to the District Representatives and members.
- ◆ Constantly educates themselves with regard to the Circuit Representative position by maintaining detailed materials from prior representatives, consulting with other Board members for guidance on procedures, and following the FCCA bylaws.
- ◆ Promotes membership and ensures all District Representative positions are filled within their Circuit.
- ◆ Eligible to serve on other ad hoc committees offered by the President or run for election for a position on the Board.
- ◆ Keep in contact with other members and networks.

Detailed information about the roles and responsibilities are located in the bylaws posted on the FCCA web site at <http://www.fcca.ws/docs/FCCAbylaws3-14-06.pdf>.