

FCCA CLERKS' COUNCIL CHAIR RESPONSIBILITIES
October 2007

- ◆ The Clerks' Council Chair is a member of the Board of Directors and fulfills all the duties and responsibilities of a Board member.
- ◆ The Clerks' Council Chair reviews issues within FCCA and the Judiciary and consults with the Clerks' Council to determine if FCCA needs to take a position on any particular issue.
- ◆ The Clerks' Council Chair convenes regular meetings of the Clerk's Council, prepares agenda and materials, and follows up on any action items or recommendations.
- ◆ The Clerks' Council Chair works with the President and President-elect to identify legislative initiatives for the Clerk's Council to pursue.
- ◆ The Clerks' Council Chair considers candidates for awards, including the Angie Award.
- ◆ The Clerks' Council Chair manages the funds set aside for the Council from dues received from court unit executives.

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