

**JOB TITLE: Officers of the Professional Certification Committee**

**DATE: Adopted July 2009**

**PRIMARY PURPOSE:**

The Committee shall serve as the advisory group to the TASBO Board of Directors regarding all matters related to the TASBO Certification Program.

**QUALIFICATIONS:**

Members of the Committee must have earned TASBO certification or have previous experience as a member of the TASBO Board of Directors, with 3 years as an active or life member and 2 years active service on a research committee. All officers, committee members, and alternates must be Active or Life members in good standing of the state organization. All members and alternates will be required to sign a Standing Committee Code of Conduct.

**COMMITTEE LEADERSHIP:**

- Committee Chair (to be appointed by the Board of Directors) shall be responsible for:
  - Working with TASBO staff to plan the meetings and the methods by which the objectives of the committee will be accomplished.
  - Exercising aggressive leadership by stimulating thinking, conducting discussions and keeping the meeting on track.
  - Maintaining records and information including meeting minutes and reports to the Board regarding the committee's progress.
  - Bringing new ideas to the committee to promote its goals and maintain its leadership role in TASBO
- Communicating with the membership to promote attendance at regular meetings as well as encouraging new ideas and member involvement
- Vice Committee Chair (elected by the committee members at the annual conference or appointed by the Board of Directors) shall be responsible for:
  - Working with the TASBO Headquarters staff on developing and maintaining a list of available and qualified instructors to teach the TASBO Management curriculum required for certification.
  - Working with sub-committees as required to help develop TASBO Certification curriculum requirements and content.
  - Assuming the duties of Chair in his or her absence.
- Secretary (elected by the committee members at the annual conference or appointed by the Board of Directors) shall be responsible for:
  - Recording and keep accurate records of all TASBO Certification Committee Meetings and events.
  - Reporting same to the Chair, Vice Chair and TASBO Staff for review and correction as needed prior to submission.
  - Assisting Certification Committee Chair and Vice Chair with maintaining accurate records of all TASBO Certification Committee Meetings and events.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that the Association may expect of its standing committee members.

**JOB TITLE: Professional Certification Committee Members**

**DATE: Adopted July 2009**

**PRIMARY PURPOSE:**

The Committee shall serve as the advisory group to the TASBO Board of Directors regarding all matters related to the TASBO Certification Program.

**QUALIFICATIONS:**

Members of the Committee must have earned TASBO certification or have previous experience as a member of the TASBO Board of Directors, with 3 years as an active or life member and 2 years active service on a research committee. All officers, committee members, and alternates must be Active or Life members in good standing of the state organization. All members and alternates will be required to sign a Standing Committee Code of Conduct.

**MAJOR RESPONSIBILITIES AND DUTIES:**

- Develop and maintain a strong, flexible and meaningful certification program for the TASBO membership.
- Prepare and conduct in-service training and education for the TASBO membership about the TASBO Certification Program.
- Conduct research sponsored by the TASBO Board and Executive Director in the area of Certification Programs
- Prepare and submit for possible publication, feature articles and other editorial material about certification for TASBO publications.
- Identify the needs and provide curriculum and training for TASBO Management courses.
- Maintain Certification Program rules, regulations and procedures that will promote and maintain valid TASBO Certification throughout the TASBO organization and the State of Texas.
- Gather pertinent research data from the field and disseminate it to the TASBO membership and develop instruments to be used as models for analyzing and improving school district business practices through certification of its members.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that the Association may expect of its standing committee members.

**JOB TITLE: Governmental Relations Committee Chair**

**DATE: Adopted July 2009**

**PRIMARY PURPOSE:**

The Chair will guide the committee members in their role as an advisory group to the TASBO Board of Directors as the Board develops recommendations and undertakes tasks related to governmental relations, including but not limited to communication with legislative bodies, the Texas Education Agency, the Teacher Retirement System, the State Board of Education Certification, the State Board of Education.

**QUALIFICATIONS:**

Qualifications: Members of the Committee must have 3 years as an active or life member and 2 years active service on a research committee or service as an officer of an affiliate. All officers, committee members, and alternates must be Active or Life members in good standing of the state organization. All members and alternates will be required to sign a Standing Committee Code of Conduct.

**MAJOR RESPONSIBILITIES AND DUTIES:**

The Committee Chair is expected to:

- chair committee meetings,
- review committee minutes,
- maintain ongoing communications with committee members, and TASBO staff, and
- provide reports to TASBO regarding committee activities.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that the Association may expect of its committee leaders.

**JOB TITLE: Governmental Relations Committee Members**

**DATE: Adopted July 2009**

**PRIMARY PURPOSE:**

The Committee shall serve as the advisory group to the TASBO Board of Directors as they develop recommendations and undertake tasks related to governmental relations, including but not limited to communication with legislative bodies, the Texas Education Agency, the Teacher Retirement System, the State Board of Education Certification, the State Board of Education. Members will be expected to monitor Legislative and Agency activities and provide input to these groups when appropriate.

**QUALIFICATIONS:**

Members of the Committee must have 3 years as an active or life member and 2 years active service on a research committee or service as an officer of an affiliate. All officers, committee members, and alternates must be Active or Life members in good standing of the state organization. All members and alternates will be required to sign a Standing Committee Code of Conduct.

**MAJOR RESPONSIBILITIES AND DUTIES:**

Members will be expected to:

- monitor Legislative and Agency activities,
- provide recommendations to the Board of Directors,
- communicate with TASBO members regarding important issues,
- develop information sessions for members regarding legislative or agency activities, and
- provide testimony in person or in writing to legislators and/or other state and federal leaders when appropriate.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that the Association may expect of its committee members.

**JOB TITLE: Accounting and Auditing Advisory Standing Committee**  
**DATE: Adopted December 2015**

**PRIMARY PURPOSE:**

The Committee shall serve as a resource to the Texas Education Agency on the financial management and operation of public schools and shall provide guidance to the Agency on the development of rules and regulations, including updates to the Financial Accountability System Resource Guide. The committee shall provide guidance on other education related areas, as requested.

**QUALIFICATIONS:**

Members of the Committee must have 3 years as an active member and demonstrated expertise in the area of school finance, accounting and auditing. All members will be required to sign a Standing Committee Code of Conduct. All officers, committee members, and alternates must be Active or Life members in good standing of the state organization. All members and alternates will be required to sign a Standing Committee Code of Conduct.

**MAJOR RESPONSIBILITIES AND DUTIES:**

Members will be expected to:

- Monitor activities of GASB, AICPA and other entities involved in accounting- and auditing- related standard setting activities, including proposed legislative requirements,
- Develop information articles for TASBO publications to communicate to TASBO members on implementation of important school finance, accounting- and auditing-related requirements,
- Develop information sessions for members regarding implementation of school finance-, accounting- and auditing-related standards, procedures and processes,
- Provide testimony in person or in writing to GASB, AICPA and other national-level entities involved in accounting and auditing standard-setting activities when appropriate,
- Gather pertinent research data and develop policies, procedures, guidelines and best practices related to financial management that can be used as models in Texas public schools, and
- Serve as a resource to the Texas Education Agency and other state and federal regulatory oversight entities that adopt policies, procedures and requirements related to financial management activities in public education entities.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that the Association may expect of its standing committee members.