

MARKER CHAIR JOB DESCRIPTION

While many county historical commission (CHC) chairs personally oversee the local reviews, approvals and coordination of Official Texas Historical Marker applications, others choose to appoint a marker chair to serve in that capacity. Regardless of how your CHC is structured, the basic requirements for local review are the same. The CHC chair or marker chair (duly appointed by the CHC chair) serves as the sole liaison with the Texas Historical Commission (THC) throughout the marker process, from the online submittal of the application to the review and approval of the inscription. Specific CHC requirements for the position may vary, but in general the responsibilities are as follows:

- Familiarize yourself with the THC application procedures, application forms and research aids (toolbox, marker research guides, etc.) available on the THC web site.
- Familiarize yourself with the CHC procedures for review.
- Survey the existing Official Texas Historical Markers in your county to determine their condition; report any missing or vandalized markers to the THC.
- Notify the THC and provide a completed request form for any proposed relocation of a marker.
- Analyze the existing markers within the context of the county's history to determine where there might be gaps or untold, but significant, stories. Develop a proactive program for addressing any deficiencies and to promote a more diverse interpretation through future applications.
- Communicate with potential sponsors to explain the THC and CHC procedures, and to answer any questions they might have.
- Review applications for historical accuracy and for compliance with THC procedures and standards.
- Verify documentation, where feasible, to ensure accuracy and thoroughness. Work with sponsors to develop their applications to ensure a quality submittal to the THC.
- Communicate with the THC marker team about any concerns, questions or suggestions for program improvements. Keep the THC posted on successes, which serve to encourage other CHCs.
- Serve as the liaison between the THC and CHC and between the CHC/THC and the sponsors.
- Respond to all THC inquiries on behalf of the sponsors or CHC and disseminate copies to others as needed.
- Review marker inscriptions for accuracy.
- Promote the marker program at the county level through training workshops and materials, public information meetings and marker dedication ceremonies.
- Monitor the Recorded Texas Historic Landmarks (RTHL) in the county on a regular basis and work with property owners to understand their legal obligations under the designation procedures. Notify the THC of any exterior work on RTHL properties.
- Post marker dedication ceremonies to the THC's web site calendar and publicize them in your community.
- Have fun with history and encourage others to appreciate the county's history through the Official Texas Historical Marker program.