The Role of a CHC Chair

Tips for Providing and Receiving THC Information

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The Texas Historical Commission (THC) considers County Historical Commissions (CHC) to be its primary contacts for local history inquiries. To streamline communication with Texas’ 225-plus active CHCs, the THC channels correspondence through each CHC’s designated chair. CHC chairs can ensure this line of communication remains consistent by following these simple recommendations.

**COMMUNICATION**

- Provide accurate CHC chair contact information—including phone number and email address—to the THC.
- Maintain internet access and respond in a timely manner to THC email messages seeking information.
- Notify THC staff when chair names, phone numbers, or email addresses change.
- Read the CHC listerv messages and THC email notifications.
- Take advantage of training opportunities offered by THC and other history- and preservation-related organizations.

**DISTRIBUTION**

- Distribute THC correspondence to fellow appointees to ensure appointees have THC recommendations and the opportunity to respond to THC information requests.
- Share information immediately, and give appointees plenty of time to respond to information requests or participate in publicized events and trainings.
- Encourage fellow appointees to take advantage of training opportunities.
- Maintain contact with surrounding CHCs when planning, developing, and implementing programs.

**PLANNING**

- Plan events with an eye toward avoiding date conflicts or combining events to expand audiences for each CHC.
- Invite surrounding CHC appointees to your events and training opportunities.
- Meet regionally to learn more about CHC projects and goals.

Following these best practices motivates and mobilizes fellow appointees, while building relationships with other CHCs. ★

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To protect and preserve the state’s historic and prehistoric resources for the use, education, enjoyment, and economic benefit of present and future generations.