

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.



Motivate and mobilize fellow appointees, while building relationships with other CHCs.

THC Architecture Division staff discuss tax credits with CHC chair appointees at the 2016 Real Places Heritage Travel Conference.

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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Our Mission

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