

APPOINTEE AGREEMENT

COUNTY HISTORICAL COMMISSION TEMPLATES

County Historical Commissions (CHC) may use this information to strengthen organizational structures and appointee management policies. CHCs should work with county officials to ensure that language and intention is constructive, ethical, and legal prior to applying or implementing related policies.

NOTE: Agreement is between a CHC appointee and county government; county and appointee should be signatories. THC has no role in administering this agreement—commissioners court is CHC’s governing body.

INSTRUCTIONS: Transfer this text onto county letterhead and edit as directed by your county officials.

The Texas Legislature set up the system of County Historical Commissions (CHC) to assist county commissioners courts and the Texas Historical Commission (THC) in the preservation of county historic and cultural resources. Texas Local Government Code (Chapter 318) enables county commissioners courts to appoint CHCs for the purpose of initiating and conducting programs for the preservation of the county’s historic cultural resources.

This statute enables appointees to pursue preservation-related duties and responsibilities; this agreement will help appointees focus on work that directly contributes to the CHC’s mission and program of work. Appointees must be willing and able to fulfill CHC responsibilities; this appointment should not be viewed as perfunctory.

Expectations for CHC appointee: Paste expectations here or provide as addendum. THC has provided a listing of expectations for your reference here: www.thc.texas.gov/public/upload/publications/THC_CHC-Expectations.pdf.

Personal Vision Statement for the CHC:

Appointee provides 2-3 sentences stating how individual intends to contribute to the CHC—insert text below.

Specific Responsibilities for the Current Appointment:

To ensure that appointee begins tenure constructively, CHC officers have worked with appointee for initial assignments for the 2-year term. This work may be adjusted over the course of the first year in order to find a constructive fit for the appointee within the CHC.

CHC Officers should work with appointee to identify specific tasks, limitations, and conflicts of interest. Find at least three items to assign, with the understanding that other work items will be added in time.

1. **Example:** To serve as a major contributor on at least one committee; initially Cemetery Committee assignment
2. **Example:** Appointee will work toward identifying and cataloguing cemeteries in this county.
3. **Example:** Appointee will provide an average of 12 hours of docent duty at the courthouse museum each month.
4. **Example:** Appointee may choose to take on other duties of interest if time allows.
5. Appointee will meet with officers in 6 months to evaluate workload and adjust assignments as necessary to provide a balance of work that is appropriate to the appointee’s skillset.

County should determine which signatories are appropriate for this document.

Appointee Name (printed)

Appointee Signature

Date Signed

CHC Chair Signature

Date Signed

County Judge Signature

Date Signed

County Commissioner, Precinct 1, Signature

Date Signed

County Commissioner, Precinct 2, Signature

Date Signed

County Commissioner, Precinct 3, Signature

Date Signed

County Commissioner, Precinct 4, Signature

Date Signed