

# APPOINTEE JOB DESCRIPTION

## COUNTY HISTORICAL COMMISSION TEMPLATES

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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: County commissioners courts are the governing authority for CHCs. THC has no role in administering CHC business; these templates simply provide support for CHCs that want to formalize roles in writing.

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

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### **Position Title: County Historical Commission (CHC) Appointee**

**Governing Authority:** County Commissioners Court

**Background:** Texas Local Government Code enables the county commissioners court to appoint a CHC for the purpose of initiating and conducting programs for the preservation of the county's historic cultural resources. CHCs are meant to be productive—to this end, appointees must be willing and able to serve.

**CHC Statute:** [www.statutes.legis.state.tx.us/Docs/LG/htm/LG.318.htm](http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.318.htm). Note excerpt below.

*Sec. 318.003. COMPOSITION; TERM.*

*(a) The commission must be composed of at least seven residents of the county. Members of the commission must be individuals who broadly reflect the age, ethnic, and geographic diversity of the county. (b) The members of the commission shall be appointed during the month of January of odd-numbered years and are appointed for a term of two years . . . .*

*(c) Each commission member must have an interest in historic preservation and an understanding of local history and resources.*

*(d) The commissioners court shall provide to the Texas Historical Commission a list of appointed members and the mailing address of each member.*

### **Minimum Qualifications for CHC Service:**

- Has an interest in historic preservation and/or a working knowledge of local history.
- Able and willing to attend all commission meetings.
- Able and willing to volunteer time to plan and manage projects, programs, and events—must participate over and beyond attending commission meetings.
- Able to receive/respond to public inquiries about county historic resources in a timely manner.
- Able to provide site visits to historic properties in the county and provide current information on site conditions for Texas Historical Commission staff.
- Able and willing to attend preservation education opportunities outside of the county.

### **Expectations for CHC appointee:**

THC provides suggested expectations here: [www.thc.texas.gov/public/upload/publications/THC\\_CHC-Expectations.pdf](http://www.thc.texas.gov/public/upload/publications/THC_CHC-Expectations.pdf). Paste expectations here or attach as an addendum, noting the addendum here.