

CHC ORIENTATION AGENDA

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: County commissioners courts are 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. Consider using electronics to project noted webpages for orientation attendees. Also, consider what material should be printed for attendees. THC can no longer print CHC manuals and we recommend using website (that is updated somewhat regularly) rather than printing out webpages that may become outdated over time.

Sample County Historical Commission (CHC) Orientation Agenda (day-long session)

- I. **Welcome & Introductions**
- II. **View CHC Orientation video; link provided here: [CHC Appointee Orientation Content](#)**
- III. **Discuss CHC Organizational Structure** — with THC web material supplements
 - A. Purpose and mission — [What are County Historical Commissions?](#)
 - B. CHC state statutes — [Role of a CHC Appointee](#)
 - C. Organizational structure (relationships between CHC, commissioners court, and THC) — [CHC Organizational Structure](#)
 - D. Open Meetings Act Training — Consider setting up group viewing of video training posted here: [Texas Attorney General website](#)
 - E. CHC financial considerations — [CHC Organizational Topics](#)
 - F. Bylaws and procedures — THC provides general commentary here — [CHC Bylaws](#)
- IV. **Expectations of CHC Service**
 - A. Discuss county's expectations for the CHC and its appointees. THC first steps for CHC appointees — [Appointee First Steps](#). Consider formatting your own [CHC Appointee Job Description](#). [Cover appointee agreement here if your CHC uses these documents.]
 - B. Discuss CHC's meeting schedule and how meeting content is determined/addressed. [General commentary about CHC meetings — [CHC Organizational Topics](#).]
 - C. Discuss institutional history and recent achievements of CHC to date. Review annual reports and discuss major achievements and work that goes into implementing these programs. Comment on new programming under consideration. Point out specific opportunities for new appointee participation.

- D. If not already covered, consider how CHC can contribute to THC programs using [THC Staff recommendations to CHCs](#).
- E. Review ongoing CHC partnerships. Considering sharing THC web series on the benefits of partnering – [Expanding CHC Partnerships](#). This webpage has a partnership inventory template; filling this document out and providing a copy to your new appointees can help them understand the CHC’s partner network.
- F. Discuss inhouse policies concerning consistent communication. Include THC communication expectations — [Improving Communication with the THC](#).
- G. Additional reading and resources
 - Additional responsibilities **for CHC chairs** provided [here](#).
 - Other compliance issues featured on [Review and Compliance for CHCs](#).
 - CHC educational opportunities are noted on [CHC Training and Workshops](#).
 - More information on CHC matters are located on [Publications for CHCs](#).

V. Thanks and adjournment

Side recommendation: Schedule a casual, social get together to allow CHC appointees and key stakeholders to get to know each other and feel comfortable together. Timing of event—before orientation, after orientation, or another day—should be based on what is best for your appointees.