



Dear Potential Board Candidate:

We are delighted to have you apply for the 2018 Texas Payroll Board of Directors. We are looking forward to getting to know you better.

Below are the 2018 Board Application Form and brief descriptions of the Officer Positions and major TPC Committees.

Return the completed form by one of the following methods:

Email: [tpcboardselection@txpayrollconference.org](mailto:tpcboardselection@txpayrollconference.org)

Mail: Texas Payroll Conference  
P.O. Box 191473  
Dallas, TX 75219

The 2018 Texas Payroll Conference will be held in The Woodlands Waterway Marriott Hotel in The Woodlands, Texas, September 12–15, 2018. If you are interested in serving on the Texas Payroll Conference (TPC) Board of Directors, please consider enlisting as a volunteer at the Conference this year. When you register, click the Volunteer box indicated at the bottom of the registration screen.

Telephone interviews for Board applicants will be scheduled in June, and additional personal interviews may be held at a later date. TPC will make all arrangements for the personal interviews. Applicants will be notified of the final selection of the new Board members prior to the Conference.

Thank you for your interest in serving on the Board. We welcome your comments and suggestions.

Sandra Selvidge, CPP  
Chair, Board of Directors Selection Committee  
Texas Payroll Conference, Inc.

**TEXAS PAYROLL CONFERENCE, INC. (TPC)  
2018 BOARD APPLICATION FORM**

*You must be a resident of Texas with a minimum of two years of payroll related experience.*

**PRINT FULL Name:** \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home E-Mail: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Would your employer support your involvement with the TPC? If no, please explain:

\_\_\_\_\_  
\_\_\_\_\_

Do you have any business or personal relationship that would affect your ability to have impartial judgment in TPC matters? If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

Please list any professional or civic organizations with which you are associated. Also list any leadership positions held:

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\_\_\_\_\_  
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\_\_\_\_\_  
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Have you ever served as a member of the TPC Board/committees? If yes, please specify which committees and the approximate dates of service:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Brief list of duties of Officer Positions Available:*

**President-Elect:** Shadows TPC President and Chairs the Texas Payroll Professional of the Year (TPPY) selection. **This position is elected from newly-elected Board members at the end of their first year on the TPC Board.**

**Secretary:** Provides all notices as provided in the Bylaws or as required by law. Take minutes of the meetings of the Board of Directors and keep the minutes as part of the corporate records. Distribute copies of the minutes of each meeting of the Board of Directors to all directors and advisors within 10 days after the meeting. Maintain custody of the corporate records and the seal of the Corporation in accordance with federal, state, and local regulations. Keep a register of the updated mailing address, telephone, fax numbers and e-mail address of each director, officer, employee and contractor of the Corporation. The Secretary works with the President to coordinate and purchase flights and make room reservations (when required) 21 days in advance for traveling Board members and Advisors.

**Treasurer:** Has custody of and is responsible for all funds and securities of the Corporation. Receives and gives receipts for monies due and payable to the Corporation from any source. The Treasurer deposits all monies expediently in the name of the Corporation in banks, trust companies, or other depositories as directed by the Board of Directors or President. Writes checks and disburses funds to discharge the obligations of the Corporation. He or she maintains the financial books and records of the Corporation and prepares financial reports monthly. He or she is responsible for overseeing or performing the preparation and filing of all required tax returns, and works with all directors to provide a preliminary budget at the first regular meeting following the annual meeting. If required by the Board of Directors, secures a bond in a sum and with a surety as determined by the Board of Directors for the faithful discharge of the duties of each officer authorized to sign checks or authorize transactions on the Corporation's bank account(s) or credit cards.

*Brief list of duties for the major TPC Committees:*

**Exhibitors:** Chair is responsible for generating revenue for our conference by recruiting exhibitors and sponsors. Our Exhibitors and sponsors enhance our attendees' experience at conference by showcasing their products and services. They are part of our foundation that allows us to continue the educational experience outside the classroom and into the exhibit hall. In addition to selling the booth space, the Exhibitor Committee Chair also has responsibilities to advertise and sell TPC sponsorships.

**Marketing:** Chair executes the calendar-based marketing strategy, clearly communicating and promoting the Texas Payroll Conference. In addition, the Chair has the responsibility for the placement of signage at the conference and coordinating the purchase of any needed advertising. The Marketing Committee works very closely with Registration, Exhibitors and Website Committees to ensure TPC has a coordinated marketing strategy.

**Speakers:** Chair is responsible for planning and coordinating the educational offerings of the conference. The Chair sets the class grid and recruits the speakers.

**Registration:** This position is responsible for ensuring a smooth registration experience for conference attendees. The Chair works closely with the Marketing and Website committees to guide appropriate advertisement and ensure registration materials are updated and available timely.

**Technology:** This position has the responsibility to ensure that the website is up-to-date and in proper order. The website is often the first interaction we have with potential TPC attendees, so it is important for it to reflect information in an easy to navigate format. The Technology Chair oversees many design and layout

meetings prior to the updated website rollout each new conference year. Technology is also responsible for the design and administration of our conference app.

**Volunteer:** Volunteers are our most important asset during the conference. Without volunteer assistance, coverage of all the areas and assisting with all of the attendees' needs would be difficult. The Volunteer Chair communicates with volunteers, coordinates the volunteer schedules, and works closely with other Committee Chairs and the Event Planner to coordinate volunteer needs.

Please list positions you are interested in below. Note that your selections on this application are for discussion purposes only.

First Choice \_\_\_\_\_

Second Choice \_\_\_\_\_

Third Choice \_\_\_\_\_

What is your occupational experience? Please list any experience or any special skills that qualify you to serve in the areas you have indicated interest:

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Please indicate any other talents, hobbies, or experience that would be beneficial as a Board member (i.e. public speaking, creativity, webmaster, photography, etc.):

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List computer applications with which you have experience (i.e. PowerPoint, Excel, Access, Word, QuickBooks):

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As a Director you will be required to attend all Board meetings (monthly or bi-monthly as determined by the president.) Most meetings occur on Saturdays and Sundays but do occasionally require travel on the day prior. The Board has several telephone conferences throughout the year. The fourth year the Director assumes an Advisor role and attendance varies according to role and location of the meetings. Being on the TPC Board may require frequent airline travel. Can you make these commitments? If not, please explain:

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Additional comments: \_\_\_\_\_

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**2018 APPLICATION DEADLINE IS  
May 31, 2018**

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Dallas, TX 75219

**Optional: you may attach a resume, biography, and/or letter of recommendation; however, no additional documentation need be submitted with this application.**

I have read and understand the expectations of serving on the TPC Board.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date