

COMMITTEES

Ohio Bailiffs & Court Officers Association

Awards

Purpose: Manage Associations awards programs.

- Court Officer of the Year Program – this program requires that appropriate correspondence be disseminated to the membership in December with all nominations due back to the Association Secretary by January 31 or post marked by that date. The Secretary will make copies and disseminate the nominations to the appropriate Region Director by February 7. Region Directors will make their selection of their court officer of the year with the assistance of their region reps. The Region Director will bring sufficient copies of the nomination for their winner to the Board meeting to be held on the third Thursday of February for distribution to the Board members. The president will be responsible for appropriate notification and obtaining plaques for presentation at the spring conference.
- Evelyn Lundburg Stratton Award – this award is presented annually at the fall conference. The recipient may be an individual or an entity and must be approved by the Board. The committee will make arrangement to pick up the plaque at the Supreme Court and have the name of the individual or the entity engraved on a plate on the plaque. After the presentation, the plaque will be returned to Justice Stratton. The committee will arrange to have the plaque made for the winner and ready for presentation at the conference.
- Special Awards – any award deemed appropriate by the Board, i.e. speakers, recognition of retirees, etc.

Budget and Finance

Purpose: Ensure that the financial records of the Association are properly maintained and that all funds are accounted for properly.

- Conduct annual audit of the Association books.
- Conduct an audit whenever a new Treasurer is elected and whenever a new president assumes the office.
- See that a financial report is provided to the membership at the annual meeting.

By-Laws

Purpose: Ensure that the By-Laws are properly maintained.

- Annually review the By-Laws and make recommendations to the Board on proposed changes.
- Draft changes as recommended by the Board.
- Submit Board approved changes to the membership by posting on the web and/or printing in the Docket, 90 days prior to the membership voting on the proposed change/s.
- Provide an updated copy of membership approved changes to the web master for posting on the web.

Conference

Purpose: Select quality conference sites and hosts for Association conferences.

- Fall Conference – The fall conference is always hosted in Columbus with the primary days as a Thursday and Friday in September generally the third week of the month. This session serves as the Association annual meeting and includes a presentation of the Evelyn Lundburg Stratton Award.
- Spring Conference – The spring conference can be held anywhere in the state and the primary days are Friday and Saturday. The Court Officer of the Year Awards are presented during this conference.
- Host Court – Develop a list of courts willing to serve as the host for conferences. The duties of the host court are to assist in finding a suitable location, judge to welcome the Association the first

morning and assist with location of a speaker if requested. The site should be selected a year in advance so the membership is aware where the conferences will be held.

- Select several possible sites in the area and make a recommendation to the Board. Once the Board has approved the site, the Committee will advise the site selected and will request that the contract be forwarded to the President for review and signature.
- Recommend a speaker to the Board. The president will follow-up to obtain the speaker and will have the Awards Committee prepare a plaque to be presented to the speaker.

Docket

Purpose: Provide a means of communicating happenings of the Association and appropriate current events to the membership.

- Edit, publish, print and distribute the Docket semi-annually on December 1 and June 1.
- Provide a copy of the Docket to the Chair of the Web Site Committee for review and approval for posting on the Web Site.
- Send a follow-up e-mail to the Chaplain at least 30 days prior to publication reminding him of the need for an article for the Docket.

Grants

Purpose: Provide up-to-date grant information to the membership.

- Appoint a member as the grants man for the Association.
- Develop a library of available funding resources and maintain it on the web.
- Maintain liaison with the Ohio Office of Criminal Justice and the grants programs they offer.
- Make recommendations to the Board on availability of appropriate grant monies.
- Submit grant requests at the direction of the Board.

Hospitality

Purpose: Responsible for all hospitality functions at the conference. This includes but is not limited to the following:

- Purchase all beverages, food and snacks to be served in the hospitality room during the conference.
- Maintain receipts for all purchases and submit to the Treasurer at the Board meeting following the conference for reimbursement. Funds for the hospitality room must be approved before the conference. If the funds are provided in advance, it is the responsibility to turn in the receipts and any appropriated money which is not spent. The money returned and the receipts must total the money appropriated.
- Provide for staffing of the hospitality room when it is open and see to the distribution of food during lunch.

Legislative

Purpose: Establish and maintain meaningful relations with the Supreme Court and the Legislature on issues involving court officers, i.e. training, security, retirement and related laws.

- Review proposed legislation.
- Find sponsors for new legislation proposed by the Association.
- Keep the Association updated on proposed bills an/actions.

Membership

Purpose: To increase membership in the Association

- Provide direction and suggestions for the board of directors and members to contact courts, other associations, and court personnel conferences.
- Use resources availability, web site, pamphlets, mail, e-mail, and personal contact.

Nominating

Purpose: Obtain quality people to run for vacancies on the Board.

- Actively seek quality people who have the time and talents to devote to the Association.
- Conduct elections in accordance with the By-Laws of the Association and Roberts Rules of Order.

Policy and Procedure

Purpose: To provide written directives for the effective and efficient administration and operation of the Association.

- Annually review the Association goals and objectives and make recommendations on retention, revision, and/or implementing new goals and objectives.
- Develop written directives as directed by the Board and submit a draft for approval.
- Annually review existing written directives and submit recommendations for change to the Board.

Training

Purpose: Provide quality training for the membership.

- Conduct a training needs survey at least every two years in the odd year.
- Establish the training programs for conferences and obtain quality instructors and/or training programs.
- Work to establish CLE credits for training provided to the Association.
- Obtain critiques from attendees of all training provided.
- Member of this committee to serve on the Judicial College training committee.
- Training subject matter should be determine a year in advance and posted on the web.

Web Site

Purpose: Ensure that the information on the web is correct, up-to-date and reflects professionalism.

- Supervise the web master.
- Ensure that all matters involving the web site go through the chair of this committee.
- Review and approve all invoices submitted by the web master and forwarded those approved to the Treasurer for payment.