

The **Fundraising Committee** shall be responsible for planning, promoting, and coordinating fundraising events as deemed necessary by the Board of Directors. Also responsible for selling advertising in the Newsletter and the Marketplace on TCRA's website, helping to procure donations and carrying out tasks for the Silent Auction at the Annual Convention.

TCRA sponsors a voluntary certification called the Certified Court Reporter. The **CCR Committee** is involved with issues surrounding the voluntary certification, such as reviewing and verifying all CCR applications and CEU requests and in conjunction with the Administrative Director shall authorize preparation, maintenance, and mailing of certificates to CCRs.

The **Membership Committee** shall develop ideas for promoting the growth of the Association by recruiting new members and retaining current members. Authorize annual renewal notices via e-blast. Inform members of lapsed membership, review and update membership handbook as needed.

The **Scholarship/Mentoring Committee** shall work with the Fundraising Committee to help raise funds for the annual scholarship award, shall encourage student members to submit essays for the award and establish a panel of judges to read and select winning essay. This committee shall provide information, guidance, and encouragement to students and new professionals who are members of TCRA and is responsible for keeping a database of mentor/reporters for assignment of mentors to students upon request.

The **Convention Committee** is responsible for planning and organizing the Association's Annual Convention. Members of this committee deal with issues regarding the convention's budget, location, accommodations, content, speaker lineup, continuing education credits, attendance fees, as well as other aspects of convention planning and deemed applicable by the committee.

The **Legislative Committee** shall monitor and make recommendations on legislative activities affecting court reporters and bring to the attention of the TCRA Board.

The **Nominating Committee** shall carry out procedures to compile a proposed slate of nominees for all officer and director positions to be voted upon at the next annual business meeting. The Nominating Committee will present a proposed slate of nominees to the secretary at least 15 days prior to the Annual Business Meeting.

The **Newsletter Committee** is to assist the Website Director with the organization of The Volunteer Reporter which is published on a quarterly basis. The committee will develop, research, make recommendations for the newsletter. A liaison will take photographs at TCRA annual convention and other court reporting-related events for publication.

The **Education Committee** shall provide seminars, online seminars, and/or programs that strengthen and ensure the professional competence of its members and Tennessee Licensed Court Reporters, create grading criteria for successful completion of written essays and/or tests.