

## 2009 COMMITTEES & DUTIES

All committee Chairpersons are asked to notify the NDCRA President of any and all meetings and either copy the minutes of your meetings or email a summary of your meetings to the President.

### Legislative

Ann Johnsrud, McKenzie County-*Chair*

Ruth Stevens, Nelson County,

Helen Christenson, Bottineau County

Nell Walstead, LaMoure County

Dewey Oster, McLean County

Vicki Kubat, Cavalier County

Sheila Dalen, President NDCRA, Ward County

Legislative – 6 members and President

Duties: Elect chairman

Work with Legislative Reps of NDACo

Monitor legislation

Attend hearings

Provide testimony

Line up allies

Send weekly reports to Recorders during session

## Marriage

Wanda Knutson, Mercer County Clerk - *Chair*

Karen Samek, Stutsman County

Charlotte Sandvik, Cass County Treasurer

Lisa Jacobson, Steele County

Beth Innis, Williams Co Auditor  
County

Sheila Dalen, Ward

Marriage – members not appointed by Recorders Board  
Duties: Attend all meetings, assist with programming  
changes and testing when needed.

## Education

Ann Johnsrud, McKenzie County, *Chair and Representative on ILG Board*

Brenda Cook, Mercer County

Jolene Hoffert, Towner County

Debbie Kroshus, Burleigh County

Nell Walstaed, Vice President NDCRA,  
LaMoure County

Education – 4 members and Vice President  
Duties: Elect chairman to work with ILG Board  
Attend ILG Board meetings and report to President  
Chair the mentor program – assign mentors & monitor  
Set up training classes as needed  
Report to President after each meeting attended

## Election

Pam Kuk, McHenry County, *Chair*

Donna Adams, Billings County

Brenda Cook, Mercer County

Katie Nadeau, Ramsey County

Election– 4 members

Duties: email all Recorders by March 1<sup>st</sup> of each year reminding all interested in running for a position that they must send a letter of intent to this committee by April 1<sup>st</sup>

Notify Recorders if there are any positions letters of intent were not received for

If no volunteers come forward, actively seek someone in the association to run for open positions  
email ballot to all counties by April 15<sup>th</sup>

Provide a means and collect anonymously cast ballots at the annual convention

## Record Preservation

Vicki Kubat, Cavalier County, *Chair*

Ann Johnsrud, McKenzie County

Jewel Spies, Secretary NDCRA, Cass County

Record Preservation – NDRIN Board and NDCRA Secretary

Duties: Monitor microfilming per FEMA Grant

Report activities to President

## UCC

Carrole Schaner, Morton County, *Chair*

Susan Froemke, Ransom County

Carrie Krause, Wells County

Sheila Dalen, President NDCRA,

Ward County

UCC – 3 members and President

Duties: Work with Secretary of State Office

Keep abreast of changes/problems

## Chronicle

Lynelle Hoppe, Foster County, *Chair*

Lisa Jacobsen, Steele County

Muggsy Schatz, Slope County

Patty Hilbert, Eddy County

Chronicle – 4 members

Duties: Keep scrapbook current with news items and pictures

Save convention brochure in binder

Upload pictures to share-site and notify Recorders

Display Scrapbook at annual convention

## Awards

Barb Steinke, Kidder County - *chair*

Susan Froemke, Ransom County

RaDean Weinberger, Starke County

Karen Samek, Stutsman County

Nell Walstead, Vice President NDCRA, LaMoure County

Awards – 4 members and Vice President

Duties: Elect chair

Years of service awards

Name tags

Recognition awards as applicable

Excellence in County Government Nominations

Collect & recycle used years of service bars

Monitor Retirements and get retirement plaque to President  
to be presented at the individuals retirement party.

## **eRecording COMMITTEE**

Cyndy Kolle, Richland - *chair*

Nell Walstead, LaMoure County

Vicki Kubat, Cavalier County

Carrie Krause, Wells County

Pam Liebel, McClean County

Jewel Spies, Cass County

Debbie Kroshus, Burleigh County  
County

Ruth Stevens, Nelson

Sheila Dalen, President NDCRA, Ward County

eRecording- 8 members and President  
Duties: Elect Chair  
Work to see all state laws are complied with.  
Draft Best Practices Document for NDCRA  
with suggested standards and business rules.  
Educate all Recorders

## **NDACo BOARD REPRESENTATIVE**

Vicki Kubat, Cavalier County

NDACo Representative – 1 member elected each year  
Duties: Attend Association meetings  
Represent Recorder's Association interests at state level  
Report to Recorders after each quarterly meeting

## **NDACo Conference Delegates**

Susan Froemke, Ransom County  
County

Jolene Hoffert, Towner

NDACo Conference Delegates – 2 members elected to a 2-year term in odd years.  
Duties: represent our association as a voting member during  
Delegate's meeting at the annual ND Association of Counties  
conference in October of each year.

## **NACRC Delegates**

Sheila Dalen, NDCRA President, Ward County  
Ann Johnsrud, NACRC State Coordinator, McKenzie County  
Duties: Attend National Conference if possible  
Report to Recorders things taking place at the National Level

**Resolution & Website Committees** *(Committees dissolved by majority vote at 2007 convention)*