



WRDA - DUTIES OF COMMITTEES

The following are **STANDING COMMITTEES**, which are discussed in the WRDA Bylaws:

**ADVISORY
LEGISLATIVE
OPERATIONS
VITAL RECORDS**

The WRDA Bylaws also allow the President to appoint Ad Hoc Committees. These committees may be active in certain years and dormant in others. The President is not required to appoint members to all of these Ad Hoc Committees every year. The following are WRDA AD HOC COMMITTEES and their respective duties:

JOINT ALPHA (fka Jt Alpha & pt. Indexing/Forms)

1. Act as the WRDA liaison with the Wisconsin Land Title Association, Wisconsin Real Property Listers Association, and other professional land records organizations as needed.
2. Establish a relationship of cooperation while continuing to promote the goals and objectives of the WRDA.
3. Discuss issues of common interest as they arise or as assigned by the WRDA Board of Directors.
4. Provide WRDA Webmaster with forms required by law to be available for customers by the register of deeds.
5. Implement statutory changes affecting these forms and distribute the updated forms to WRDA Webmaster.
6. Correct typographical and other errors on forms, and bring substantive proposed changes to forms before the WRDA Board or the WRDA membership for approval.
7. Encourage officials responsible for other forms, which may frequently be recorded in our offices, to design them to meet statutory recording requirements.
8. Study and discuss other related issues as they arise or as assigned by the WRDA Board of Directors. Report findings and recommendations to the Board.

PUBLIC RELATIONS

1. Promote the goals and objectives of the WRDA and work to advance a positive image of the organization.
2. Become knowledgeable about the positions taken by the WRDA on legislative matters and other issues.
3. Become knowledgeable about current events, which may affect the office of the register of deeds or influence public perception of the office.



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4. Collect information and write press releases on certain issues for the WRDA at the request of the WRDA Board, or Legislative Committee with consent of the President. Research and prepare other information as requested by these groups.
5. Create and maintain information in a brochure format about the association and its business. Make this available to the WRDA membership and provide to web master for posting on the WRDA site.
6. Maintain WRDA booth and schedule to exhibit the WRDA booth. Examples of events, but not limited to are WCA, WLTA, WLIA and WSLC conferences.

SUNSHINE

The purpose of the Sunshine Committee is to:

1. Enhance the camaraderie and friendship of the membership,
2. Keep membership informed of significant events in the lives of the Register of Deeds.
3. Act on behalf of the membership in expressing our pleasure and/or support during significant events in the lives of Registers.

The duties of the Committee are to:

1. Receive information from District Chairs about significant events affecting the Registers in the district. Forward preferably by e-mail, all "sunshine" news to all Registers.
2. Send greeting cards or other written forms of expression to:
 - a. Registers who are ill
 - b. Registers who have family members pass away (spouse, child, parents, in-laws)
 - c. Registers on their birthday (optional)
3. Send flowers/plant AND a \$100.00 memorial to the family of a Register passes away while in office.
4. Send flowers/plant and/or memorial **valued at \$50.00** to Register if their spouse or child passes away.
5. **Districts are responsible for sending** flowers/plant OR gift card if Register is hospitalized **at their own cost**.
6. The Sunshine Committee has been designated as being responsible for purchasing candy for the conferences. The committee decides what kind and how much to buy and provides a bucket/basket to distribute the candy in. A receipt is turned over to Treasurer for reimbursement.

The dollar amount recommended for flowers/memorials is \$50.00 plus delivery. This amount may be amended by a vote of the Board of Directors. Submit the invoice to the Treasurer for payment.

It is recommended that you contact the District Chairperson who may have personal knowledge about the community and may handle details or make recommendations.

When a former Register of Deeds passes away, a memorial should be sent to the family. The dollar amount recommended for memorials is \$25.00. Former would be defined as anyone who has served as Register of Deeds who has given up their position, but was not removed from office for misconduct.

The Sunshine Committee expenses will be funded from the Hospitality account.