

Service Agreement 2026-2027

Texas Educational Diagnosticians' Association

This agreement is made between Brenda Hamm and the Texas Educational Diagnosticians' Association for the purpose of offering administrative assistant services as detailed below for the 2026-2027 fiscal year. This agreement may be terminated by either party by written request. The Administrative Assistant's job description is as follows:

Membership Renewals:

1. Receive, deposit, send to treasurer and record payments/renewal payments via check or money order
2. Track and record payments via credit card/PayPal (including copy of membership form)
3. Transfer payment confirmation from hard copies of membership form to member pages, including updating as paid and renewed through July 31, 2027.
4. Assist members in correctly updating their member page
5. Assist members in the process of renewing and paying renewals
6. Invoice districts sending POs for membership (membership is not renewed until payment is received-PO is not a payment)

DiaLog:

1. Provide a list of all current and previous year's membership with mailing address to the DiaLog editor twice a year

Annual Conference:

1. Receive, deposit, and record registration fees via check or money order
2. Track and record registration fees via credit card/PayPal (obtain registration form if not received)
3. Track and record registration form via PO, invoice when POs received, resend invoice for those POs not paid at time of the conference
4. Assist those attempting to register through this process
5. Send electronic confirmation for conference registration
6. Generate a monthly registration list and send to conference chair(s) as appropriate
7. Prepare the following registration materials for conference registration: a. List of those registered (1 by name and 1 by district) including membership status b. List of those registered that includes membership status and room for signatures divided/separated by registration procedures (ex. A-F, G-LM-R, S-Z) c. Blank list for on site registration and sign in
8. Work the registration table the night before the conference, the first day of the conference, and remain on site second day to assist with completion of additional duties (sending e-mails for POs not paid on site, calls to districts when necessary, assist as needed, etc.)

General:

1. Notify and work with webmaster and assigned TEDA officer for all website issues
2. Post updates and new information on website as needed/directed by officers
3. Maintain TEDA phone and respond to calls and texts
4. Forward messages to appropriate officers/chairs as indicated
5. Monitor and respond to e-mails at tedahelp@gmail.com and forward as appropriate within approximately 24 hours on weekdays/business days (with exceptions for personal/travel needs). Notify the TEDA President if unavailable for extended periods)
6. Will attend Board meetings in person or by Zoom
7. At Board request will attend non-TEDA events to staff the TEDA table for additional compensation (same rate as TEDA Conference)

Salary and Travel Reimbursement Amendment: The new contract will reflect a pay of \$2,000.00 monthly. Beginning August 1, 2026 through July 31, 2027, Brenda Hamm will receive \$2,000.00 monthly. Travel reimbursement will be \$100 per day plus mileage, room, and food if requested to attend a board meeting by the Board President. All other terms of this agreement remain the same.

Brenda Hamm

Brenda Hamm, TEDA Administrative Assistant/Date

Lacey Nichols 7/31/26

Lacey Nichols, TEDA President/Date