

**LEGISLATIVE AGENT AGREEMENT  
JANUARY 1, 2017 -DECEMBER 31, 2018**

Agreement between the **Massachusetts Town Clerks' Association (referenced hereafter as MTCA)** and **Joyce & Joyce, Inc.** and its principal, Thomas M. Joyce, Jr. (referenced hereafter as Legislative Agent) for services as a Legislative Agent as defined below:

**SECTION ONE:** The Legislative Agent will be employed by the MTCA from January 1, 2017 through December 31, 2018. Legislative Agent is directly responsible to the MTCA President. The Legislative Agent shall advise and make recommendations to the MTCA on courses of action deemed appropriate. The Legislative Agent will receive specific instructions from the Legislative Committee.

**SECTION TWO:** The Legislative Agent shall be a Registered Lobbyist with the Office of the Secretary of the Commonwealth and shall submit all required financial statements to the Commonwealth on a timely basis as required by the Office of the Secretary of the Commonwealth.

**SECTION THREE:** The responsibilities of the Legislative Agent shall include, but not be limited to, the following:

- Legislative Agent shall work with the MTCA to establish positive lines of communication with appropriate legislators, legislative staff members, legislative committees, Constitutional Officers and regulatory agencies and shall promote the goals and objectives of the MTCA to the same at all times.
- Filing legislation approved by the MTCA.
- Assist the MTCA in obtaining sponsorships for legislation to be filed on behalf of the MTCA.
- Legislative Agent shall identify legislation affecting the MTCA and report to the Legislative Committee on legislation and/or regulations affecting the MTCA.
- Legislative Agent shall persistently advocate the position of the MTCA on bills identified as priority by the MTCA and seek the commitment of legislators to support the position of the MTCA.
- Legislative Agent shall attend all Legislative Committee meetings when requested by the committee to formulate a legislative strategy and agenda and present an update of the current legislation affecting the MTCA.
- Legislative Agent shall assist the Legislative Committee on all hearings whenever pertinent and testify when appropriate on all issues affecting the MTCA. Whenever appropriate, Legislative Agent will actively enlist testimony from members of the MTCA.
- Legislative Agent shall assist the MTCA with any special initiatives (e.g. Clerks' Day on the Hill or any others), as appropriate.
- Legislative Agent shall attend MTCA conferences and MTCA Executive Board meetings as requested by the President.

**SECTION FOUR:** The Legislative Agent shall also be responsible to MTCA for the following administrative functions:

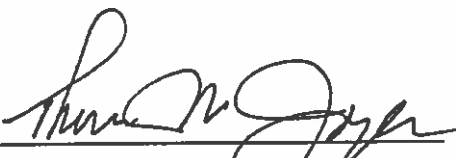
- Legislative Agent shall submit quarterly, a written status report of the legislation and/or regulations, outlined in SECTION THREE to the MTCA President, the Legislative Committee, and the Editor of the Public Recorder (or the Communications Committee if the MTCA changes how it distributes its newsletter) that shall be suitable for distribution to the membership of the MTCA (with the exception of the months of July and August unless there is sufficient information that a report would be warranted).
- Legislative Agent shall file a list of all clients of the Agent to the MTCA President by January 31<sup>st</sup> of each year.
- Legislative Agent shall submit all required financial statements, reports, registrations and any and all other filings on a timely basis as required by federal and state law.
- Legislative Agent shall cooperate with the MTCA Treasurer and assist him/her to complete all filings and registrations required of the MTCA by the Lobbyist Division of the Office of the Secretary of the Commonwealth.

**SECTION FIVE:** The Legislative Agent shall confer at least on a twice-annual schedule with the MTCA Executive Board at the request of the President to evaluate MTCA strategies and assess progress being made by the Legislative Agent and the MTCA towards the goals and objectives of the MTCA.

**SECTION SIX:** The Legislative Agent shall receive the sum of Thirty Two Thousand and Two Hundred Eighty Seven and 50/100 (\$32,287.50) Dollars per annum payable in monthly payments of Two Thousand Six Hundred Ninety and 62/100 (\$2,690.62) Dollars commencing January 1, 2017.

**SECTION SEVEN:** This Agreement may be terminated without cause by the Legislative Agent or by majority vote of the MTCA Executive Board with a thirty (30) day written notification.

**JOYCE & JOYCE, INC.**



Thomas M. Joyce, Jr., Legislative Agent

Date: Dec. 6, 2016

**MASSACHUSETTS TOWN CLERKS' ASSOCIATION**



Andrew Dowd, President

Date: Dec. 6, 2016