



1st VICE PRESIDENT of the organization shall:

- A. During the absence of the President, succeed to all his/her powers and duties.
 - 1. Preside over the Board of Directors meeting;
 - 2. Preside over the monthly luncheon meeting.
- B. Being a member of the Board of Directors, the 1st Vice President should attend all board meetings and luncheon meetings.
- C. Be responsible for providing the program for all regular luncheon meetings.
 - 1. There will be 10 speakers needed (nothing for Sept. and Dec.). The October Manager Appreciation Luncheon requires that a “special guest speaker” be scheduled. It is suggested that planning for the October luncheon begin as early as February. Assist with April and November luncheon speakers for ½ Seminars as requested by Education Director.
 - a. Speaker suggestions are to be provided in the 1st VP files for the next year’s 1st VP guidance
 - b. Arrange for a last minute back-up speaker in the event one of the scheduled speakers is unable to attend/speak at the last minute. Advise the back-up speaker that they are set up accordingly and may not be used. The back-up speaker could be used for the next January luncheon if not called upon earlier.
 - 2. Organize a network of contacts for various topics. Requests for suggestions for speakers and topics can be made to the membership.
 - a. National Association of Lease and Title Analysts (NALTA)
 - b. Houston Association of Petroleum Landmen (HAPL)
 - c. Houston Bar Association (HBA)
 - d. American Association of Professional Landmen
 - e. Various Oil and Gas companies in Houston
 - 3. Select the first speaker for the new year in November of the prior year.
 - 4. Advise 2nd Vice President of the next three (3) month’s speakers and topic prior to the quarterly newsletter being published. Also, provide a list of prior months’ speakers, topics and brief summaries
 - 5. Provide copies of the monthly notices to the Historian
 - 6. Mail or email a confirmation letter to the speaker(s)
 - a. State the topic to be discussed
 - b. Location, date and time of meeting/luncheon
 - c. Length of presentation (for CPLTA credits 1 hour minimum)
 - d. Provide approximate number of attendees
 - e. Provide brief description of the ALTA organization
 - f. Inquire as to the need of any technology equipment needed for the presentation
 - g. Provide parking information
 - h. Advise speaker(s) that their meal is covered by the organization

- i. Request that any handouts be sent to you a week prior to the event for copy purposes
- j. Inquire if the speaker will be bringing an assistant
- k. Request bio from speaker(s) for introduction purposes
7. Once the speaker(s)/topic is confirmed, email information to current NALTA and NADOA Certification Liaison requesting certification points for the luncheon topic
8. The NALTA Certification Liaison will provide an Affidavit for Certification Points – the NADOA Liaison does not provide this (the form is located on the NADOA website for you to complete and copy). For each luncheon, there should be 2 Affidavits available for pickup by attendees – one each for CPLTA and CDOA.
9. At least 45 days prior to the luncheon, advise 2nd Vice President of the speaker and topic.
10. At least one month prior to luncheon, notify Corresponding Secretary of the speaker's name, title, company, topic and approved certification points for luncheon publication purposes.
11. Notify Corresponding Secretary and Webmaster of the speaker information to be posted to the ALTA Website
12. Make sure you have obtained a copy of the speaker(s) bio at least a week prior to event
13. Coordinate the purchase of speaker gift(s) for each luncheon (usually done by President)
 - a. Speaker gifts – limit to \$100
 - b. Gift wrap if necessary
 - c. Presents receipts to Treasurer for reimbursement
14. The day of the luncheon meeting:
 - a. Speaker will be seated at the head table (between President and 1st Vice President)
 - b. Confer with President and Corresponding Secretary on the selection of the seven (7) other people to be seated at the head table. The head table usually consists of:
 - President
 - 1st Vice President
 - Speaker(s)
 - Treasurer
 - Recording Secretary
 - Corresponding Secretary
 - Social/Ways & Mean Director
 - NALTA Liaison
 - Ethics/By-Laws Director
 - c. Arrive 15-30 minutes prior to speaker(s) verifying all equipment is ready
 - d. Make sure you have speaker's gift, bio, certification forms and handouts
 - e. Place certification forms on table near registration table
 - f. Place handouts at each table for attendees
 - g. Greet guest speaker and escort to head table. Make introductions to Board members
 - h. Personally, thank speaker at end of meeting and escort to elevators
15. After event, follow up with speaker(s) with a thank you letter or note.

NOTE: Even though it is not ALTA's policy to pay for hotel, transportation and other expenses incurred for out of town speakers, occasionally there may be a request from a speaker to help

with some of their expenses. The ALTA Board will jointly decide if there is room in the budget to allow for some of these expenses.

16. Provide suggestions to President as to the appointment of Committee Chairmen
17. Maintain a continuing list of speakers and topics to be provided to future 1st Vice President
18. Be a member of the Board of Directors
19. As a member of the Board of Directors, the First Vice President has a standing reservation for each luncheon. If not cancelled, the Director will be billed for the luncheon.