



The **Education Director** of the organization shall:

- A. Set up educational seminars for members of the ALTA organization
  - 1. A spring seminar
  - 2. A seminar later in the year
- B. Establish a committee to assist with the educational seminars
- C. Prepare seminar notices and coordinate the global e-mailing with the Corresponding Secretary
- D. Provide Recording Secretary with copies of all notices and brochures of all seminars conducted during the year; along with any pictures taken during the seminar

NOTE: All educational seminars must be approved for CPLTA recertification points, along with approvals for CDOA, CPL and CPE credits. To obtain approval for these credits requires about 3 months.

- E. Submit Education Information to the 2<sup>nd</sup> Vice President to be included in upcoming newsletter(s) – provide a brief summary of the seminar
- F. Be a member of the Board of Directors
- G. As a member of the Board of Directors, the Education Director has a standing reservation for each luncheon. If you are not able to attend, you must cancel your reservation with the Corresponding Secretary. If you do not cancel, you will be billed for the luncheon.