



NALTA/ALTA LIAISON of the organization shall:

- A. NALTA begins with the swearing in at the Annual NALTA Conference. If you were not present at the Conference, you will be sworn in at the January/February Board meeting and the year of tenure is from September to September.

ALTA begins with the swearing in at the December meeting and the year of tenure is from January to December.

- B. Meetings – there are 11 ALTA Board meetings and 3 NALTA Board meetings.
- C. Newsletter – Write articles and provide pictures for ALTA and NALTA Newsletters. Provide an educational article to be published in the same edition as the ALTA Chapter Spotlight (report) for the NALTA News. Articles for ALTA should contain information about NALTA happenings and the NALTA articles should contain information about ALTA happenings. Deadline dates will be furnished by ALTA and NALTA separately.
- D. NALTA Board Reports – Prepare a report of ALTA happenings for NALTA Board meetings. (The NALTA news article spotlighting ALTA (discussed above) will be similar to your NALTA Board Report. ALTA’s Treasurer’s Report is for ALTA Board use only and is not provided to NALTA.
- E. ALTA Board Reports – Prepare a report of NALTA happenings for the ALTA Board meeting.
- F. Action items – There will be action items at NALTA’s Board meeting(s) that may require assistance from the Liaison.
- G. NALTA Website – Supply the NALTA webmaster a list of the ALTA officers and directors for the upcoming year, along with their contact information and their position on the Board. Also provide the Webmaster a list of ALTA events and prospective dates.
- H. Present suggestions to ALTA Board for NALTA Conference “goodie” bag items.
- I. In the Membership Director’s absence, the NALTA/ALTA Liaison will:
- 1) Make sure the laminating supplies and ALTA banner are transported to conference;
 - 2) Obtain and transport candy/decorations for display at the ALTA booth;
 - 3) Set up ALTA booth and handle staffing arrangements so the ALTA booth is staffed for the duration of the conference and
 - 4) Pack up and arrange for return shipping of ALTA’s banner and supplies when conference ends.
- J. As immediate Past President of ALTA – you are to act as Board Advisor to your successor.

- K. Be a member of the Board of Directors.
- L. As a member of the Board of Directors, the NALTA/ALTA Liaison 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.