



PRESIDENT of the organization shall:

A. Preside at all Regular and Special meetings

Prepare the agenda (sample agenda attached) for order of business at all Board meetings. Make every effort to send out agenda by email to all Board members prior to meeting. Poll the new Board at the first meeting of the year, for the most convenient day and location. Make reservation for meeting location if necessary.

1. Establish a quorum
2. Call to order
3. Board Meeting and Luncheon Meeting Minutes – approval
4. Treasurer's Report
5. Program for next luncheon meeting – speaker, company profile, topic, technology needs
6. Newsletter/Publicity
7. Hospitality/Communications to Membership
8. Membership Report
9. Education
10. Ways & Means/Social – Historian
11. Ethics/By-Laws
12. Employment Opportunities
13. NALTA Liaison Report
14. CPLTA Liaison Report
15. Unfinished business from previous Board meeting
16. New business
17. Adjourn meeting

B. Appoint ALL Committee Chairmen and Promote Committee building

Chairmen are usually members of the Board. Committee Formation is encouraged. It is recommended that NO ONE DO ANY OF THESE JOBS WITHOUT ASSISTANCE.

1. Newsletter – generated quarterly – to be downloaded to ALTA website
2. Publicity – luncheon and seminar notices
3. Membership – coordinate with IT person, the proper membership renewal language and timeframe of notices
4. Education – Seminars, workshops and joint events with HADOA
5. Hospitality – coordinate the luncheon sign-in process
6. Recording Secretary – coordinate the ordering of name badges
7. Ethics and By-Laws – handle problems arising from members/guests and matters of old unpaid invoices
8. Treasurer – coordinate the proper and timely filing of IRS forms, all required reports and postings

9. Employment – coordinate the posting of employment opportunities to the ALTA website
  10. NALTA Liaison – coordinate with the National Association monthly
  11. Nomination Committee – by the 1<sup>st</sup> of June for the upcoming annual election of officers. Recording Secretary is Chairman.
  12. Nominate a Historian – if needed
  13. Scholarship Committee – appoint committee members; oversee proposals committee recommends as changes to scholarship criteria. Changes require board approval
  14. Financial Review Committee - appoint committee members. Provide financial records to committee and request that financial review be done as soon as is practical after end of first quarter; provide findings to board.
- C. Be Chairman of the Board of Directors and Ex-Officio Member of all Committees.
- D. Plan Annual Calendar and work with BOD to ensure ALTA business, announcements and events are timely and not missed.
- E. Establish, guide, direct and adhere to ALTA Annual Budget that compares Budgeted Income and Expenses to Actuals in order to be financially responsible to organization.
- F. Be authorized to sign checks for payment of expenses of the organization up to \$100; amounts exceeding \$100 must be approved by the Board of Directors.
- G. Write a “President’s Letter” for each quarterly ALTA newsletter.
- H. Ensure that all important material for ALTA’s historical records IE: binders, seminar brochures, lists of attendees, monthly notices, newsletters, pictures, etc. are saved for historical purposes.
- I. Maintain the business and professional integrity of the organization – verifying that all duties and responsibilities of the Board members are being performed in a timely and professional manner.
- J. Preside over monthly luncheon meetings:
1. Sit at head table with 1<sup>st</sup> VP and speaker(s)
  2. Welcome in members and guest(s) and call meeting to order
  3. Advise attendees of any old or new business and upcoming events
  4. Remind attendees to go on the ALTA website for newsletters, job openings, upcoming events and registrations
  5. Remind members to keep their membership profile current and in good standing
  6. Introduce 1<sup>st</sup> VP for purpose of introducing guest speaker(s)
  7. Follow up with a “thank you” to speaker(s) and present gift to speaker(s)
  8. Give out door prizes (can have the speaker draw the tickets)
  9. Thank everyone for attending and adjourn the meeting
- K. Promote the selection of a “Member of the Year” before the June Luncheon Meeting – member of the year should have made contributions to both ALTA and NALTA. Notify the NALTA Liaison of ALTA’s MOY selection. Member of the Year Award is awarded at October Manager Appreciation Luncheon.

- L. Promote the selection of “Prism Award” by July. Prism Award is given to companies who have given outstanding support to ALTA. Prism Award is awarded at October Manager Appreciation Luncheon.
- M. Appoint Nominating Committee in June, Recording Secretary heads election process. Discuss positions with current Board to determine those desiring to return the following year. Candidates e-mailed to ALTA Body for consideration by October 1 for 30 day review. Ballot out by November 1 for 30 day voting. New Board is to be voted in through Survey Monkey online. Recording Secretary and Employment/Technical Director only members to have password for Survey Monkey; change password annually.
- N. Prepare certificates of recognition or order plaques as recognition of services contributed by the outgoing Board, have printed on photostock paper, and deliver at the outgoing/incoming special meeting in December.
- O. Organize December Holiday Board Dinner. All ingoing and outgoing Board Members are invited. Incoming Board Members are sworn in. President presents gifts to all ingoing and outgoing Board Members.
- P. Announcement of new officers will be made by Recording Secretary via email, and at the December Luncheon meeting.
- Q. It is necessary for the President to attend every Board meeting of the organization and be completely familiar with all Board responsibilities.
- R. Encourage Board members to form committees and work in teams.
- S. Be a member of the Board of Directors.
- T. Be available to attend NALTA Conference on behalf of ALTA
- U. As a member of the Board of Directors, the President has a standing reservation for each luncheon. If unable to attend, the reservation must be cancelled with the Corresponding Secretary. If the standing reservation is not cancelled, the President will be billed for the luncheon.