



ALTA Missouri Chapter Roles and Responsibilities

The ALTA Missouri Chapter agrees to adhere to the national organization's by-laws and ethics.

Members:

- All members in good standing with ALTA National who reside in the state of Missouri are automatically members of the ALTA Missouri Chapter.

Election Schedule and Term Limits:

- Elections will be held every 2 years by the chapter president
- Term limits shall not exceed 4 years for each office

Chapter Leadership:

President

- Convenes and Facilitates Leadership Meetings and Chapter Meetings
- Creates agendas for Leadership Meetings and Chapter Meetings
- Monitors Chapter email account
- Participates in the Council of Presidents—ALTA National
- Facilitates communication between the National and Local Chapter
- Submits the Chapter Annual Report to the National ALTA Chapter's Chair yearly
- Will provide publicity materials to ALTA National as requested

Vice President (or President-elect)

- Provides ALTA-MO membership updates at Leadership and Chapter Meetings
- Emails CEH Certificates to attendees within 10 days of the event
- Submits Chapter CE Events to National via the form on ALTAread.org
- Emails Chapter members to raise awareness of CE events
- Monitors Chapter Zoho Drive Membership Reports
- Reaches out to members who did not renew their membership to encourage renewal

Treasurer

- Provides updates on the chapter finances and Leadership & Chapter Meetings
- Submits fees and expenses to National via the form on ALTAread.org
- Keeps track of membership Event Registration Fees
- Updates Google Drive with membership Event Registration Fee participants

Secretary

- Sends emails to welcome new members to ALTA
- Takes minutes of ALTA-MO meetings.