



## Illinois Chapter

The Illinois Chapter adheres to the national organization by-laws and ethics.

### **Members**

- All members in good standing with ALTA National who reside in Illinois are automatically members of ALTA Illinois. Affiliate-Trainees must join ALTA National to be a member of ALTA Illinois.

### **Elections**

- Elections will be held every two years in the month of April

### **Board Positions and Responsibilities**

#### **1. President**

- a. Communication with National chapter
- b. Prepare and submit the annual report
- c. Attend National conference when possible
- d. Attend quarterly meetings
- e. Responsible for fielding all emails to ALTA IL email
- f. Maintain and update promotional communications and promotional items (banner, table cloth, give-aways, etc.)

#### **2. Vice-President**

- a. Create event invitations and distribute via email
- b. Secure locations for events
- c. Submit CEU requests to National and create CEU certificates
- d. Prepare/Print off CEU sign-in sheet for events
- e. Scan CEU sign in sheet to ALTA for members to receive credit
- f. Responsible for consistency in branding



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### **3. Secretary**

- a. Record minutes for meetings and distribute to board members in a timely manner
- b. Email welcome letter to new members
- c. Maintain membership roster
- d. Check National's Illinois provider list and send out letter to potential members

### **4. Treasurer**

- a. Maintain P.O. Box
- b. Collect dues and send them to National
- c. Communication with National regarding fiscal matters
- d. Responsible for submitting reimbursements

### **5. Advisory Position**

- a. An informal group or individual that offers the elected ALTA Board Members advice, helps make decisions (holds voting rights), and supports the organization's mission.

### **6. ALL POSITIONS**

- a. Attend all board meetings
- b. Attend all phone conferences
- c. Attend all sponsored events
- d. Responsible for securing a speaker or an event idea
- e. Post to Facebook on a monthly rotation
- f. Be a member of the ALTA Illinois Chapter



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### **PR/Marketing/Media**

- Will follow guidelines regarding PR, media, website and print marketing materials as directed and approved by National.
- All professional inquiries will be directed to “Find an ALTA Professional” website link: <https://members.altaread.org/Find-an-ALTA-Professional/>

### **Leadership Meetings**

- A minimum of two Leadership Team meetings will be held annually with minutes submitted to ALTA National within two weeks.

### **Events**

- A minimum of one event for continuing education hours (CEH) will be offered annually.
- No dues will be collected for membership in ALTA Illinois Chapter may charge an entry fee for events.