



## Rocky Mountain Chapter

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**All ALTA- RMC executive board positions are two-year terms, with a maximum of two terms.**

### **ALTA National PREFACE TO THE BYLAWS Adopted by the Board of Directors November 10, 2011**

**Section 8. Upon completion of two full consecutive terms\*, an officer shall be ineligible for a period of one year for re-election to the same office unless otherwise stated in these Bylaws.**

**Section 9. Election of officers shall take place at the annual meeting of ALTA in November. The terms of office for officers shall begin at the end of the meeting at which they were elected.**

#### **President (approx 2hrs/mo)**

##### **Term ends even years**

- Preside and run all meetings of ALTA -RMC and of the Board of Directors
- Create agenda for monthly board meetings, post in Google docs, and email to board members
- Post a copy of minutes to Google Docs in the altarmc.board@gmail account
- Serve as representative of and point person for correspondence between ALTA-RMC and ALTA National and other agencies, unless another board members' position is a better contact point depending on the issue at hand
- Complete Annual Report and submit to national by January 15th of each year

#### **President-Elect (approx 2hs/mo)**

##### **Term ends even years**

- Perform any duties so designated by the President and, in the event of the absence, resignation, disability, or death of the president, possess all powers and perform all the duties of the presidency until the return of the President



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or the next annual election. If the President-Elect is unable to serve in this capacity, the Secretary shall call a meeting of the Board of Directors who shall elect a President-Elect to serve until the annual election.

- Coordinate VP's in charge of specific tasks (tasks below)

### **Secretary (approx 2hrs/mo)**

#### **Term ends in odd years**

- Keep minutes of all meetings of ALTA and of the Board of Directors
- Responsible for making sure meeting agendas/minutes are stored in correct google drive file
- Email account
- Newsletter 2x a year with President-elect

### **Treasurer (approx 2 hrs/mo)**

#### **Term ends odd years**

- Keep available accurate and current accounts of all such receipts and disbursements
- Render to the President and the Directors monthly accounts of the financial condition of ALTA-RMC
- Provide the current accounting firm with a list of board members that are authorized to submit receipts for reimbursement
- Prepare a financial report to be presented at the annual meeting
- Responsible for depositing Paypal and Eventbrite balances into the Chapter account. The company ALTA uses is always willing to assist and aid the Treasurer.

### **VP-Social Media and Website (approx 2 hrs/mo)**

#### **Term ends even years**

- Attend/conf call/Skype all board meetings
- Website: maintain website by communicating with the national office - monthly



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news, upcoming conference, ALTA-RMC events, board profiles, etc., under direct supervision of the BoD

- Social Media: share ALTA-RMC events and other communications via social media, may post/share other relevant content

### **VP-Marketing (approx 2-4hrs/mo)**

#### **Term ends odd years**

- Attend all board meetings
- Produce marketing materials for all board business: membership events, membership updates, PD/Community outreach, conferences, etc.
- Use marketing materials to digitally market board events to membership via mailchimp and/or surveymonkey

### **VP-Membership/Membership Events (approx 1-2hrs/mo)**

#### **Term ends odd years**

- Attend/conf call/Skype all board meetings
- Maintain list of current ALTA-RMC members
- Send email correspondence from current BoD to membership
- Work with VP-Website to ensure new members and status changes (i.e., CALP to CALT) are added to website
- Contact VP-Website/Marketing with monthly member news (welcome to new CALPs, welcome to new Colorado members, congrats to members with status changes...CALP to CALT, achieving I-CALP or QI, etc... birthdays, babies, new jobs, etc.)

### **VP-Professional Development (approx 2-4 hours per month)**

#### **Term ends even years**

- Attend/conf call/Skype all board meetings



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- Contact conference chairperson or check websites (Courage to Risk, Reading in the Rockies, etc) in advance to receive information on speakers/topics
- Forward conference speaker/topic info to ALTA National for approval of CEUs at least three weeks ahead of time per ALTA National's policy
- Once approved by ALTA National, request the conference be added to the ALTA National conference calendar
- Contact ALTA-RMC VP-Website to have conference listed on the ALTA-RMC website with # of CEUs included
- Print sign-in sheets and arrange for attendees to sign-in. Send completed sign-in sheets to ALTA National no more than two weeks after event.
- Programs: Work with current BoD and subcommittee to develop programming for two yearly ALTA-RMC membership meetings and recruit/enlist/schedule the speaker
- Hold subcommittee meeting once a month to develop events
- Communicate with Marketing/Social media to advertise events
- Support Outreach Events and those in leadership roles in person or remotely.

### **VP Community Outreach**

#### **Term ends odd years**

- Attend/conference call board meetings
- Organize, plan, create non-CEU events that welcome community members and raise awareness for dyslexia and/or the mission of ALTA
- Coordinate with ALTA-RMC VP-social media and VP-Marketing as necessary
- Seek to expand the ALTA message within the Rocky Mountain region (conferences, school districts, teacher days, events, etc.