



Policies and Procedures

Chapter Leadership

1. The ALTA MS Chapter Leadership consists of a President, Vice-President, Treasurer and Secretary. The previous President also maintains a role on the Leadership Team to help with leadership transition.
2. Terms are for 2 consecutive years. MS ALTA Chapter Members vote for a new Vice-President (to serve as President-Elect), Treasurer and Secretary during the February of each odd numbered year. (The next election will be held in February of 2023.)

Leadership Roles

The ***President*** will:

- a) preside at all meetings of the organization
- b) appoint committee chairpersons in consultation with the Vice President that will supervise that committee
- c) serve and/or appoint a Vice President to serve as an ex-officio member of all committees except the nominating committee.
- d) have the privilege of inviting persons with special knowledge to the meetings of the Executive Committee.
- e) perform other such duties as are incident to the office, or may be properly required by the actions of ALTA

The ***Vice- President*** will:

- a) serve as President-Elect
- b) 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 or the next annual election. If the Vice-President is unable to serve in this capacity, the Secretary shall call a meeting of the Nominating Committee who shall elect a Vice-President to serve until the annual election.

The **Secretary** will:

- a) keep minutes of all meetings of the local ALTA chapter and Executive Committee
- b) shall handle such correspondence as the President or Executive Committee directs.

The **Treasurer** will:

- a) receive and deposit all funds collected by and paid to ALTA in a designated depository.
- b) keep available accurate and current accounts of all such receipts and disbursements.
- c) render to the President and Executive Committee periodic accounts of the financial condition of the association.
- d) have power to sign checks and to endorse, for collection only, all checks, drafts and other negotiable instruments payable to the corporation. All checks in the amount of \$200.00 or more not otherwise approved in the budgetary process must be approved by the President.
- e) prepare a financial report to be presented at the annual meeting.