

President

- Convenes and facilitates Leadership Meetings and Chapter Meetings
- Creates agendas for Leadership Meetings and Chapter Meetings
- Communicate with the ALTA National Chapter Chairperson as needed.
- Monitors chapter email account
- Monitors online files
- Emails welcome messages to new ALTA-GA members
- Adds new ALTA-GA members to the chapter's Google contacts
- Participates in the Council of Presidents - ALTA National
- Facilitates communication between the national and local chapter

Vice President (President-Elect)

- Provides ALTA-GA membership updates at Leadership & Chapter Meetings
- Welcomes new members at Chapter Meetings
- Submits ALTA-GA Chapter events to National
- Creates CEH certificates
- Emails CEH certificates to attendees
- Maintain attendance records (virtual & in-person) for CE chapter events
- Adds records to the chapter's Google Drive
- Monitors online files

Secretary

- Records meeting minutes for Leadership Team and Chapter Meetings
- Saves minutes to chapter's Google Drive
- Updates chapter website via ALTAread.org Website Edit Form
- Monitors online files

Treasurer

- Submits fees and expenses to National (deposits may be made to any Bank of America location - information available from National)
- Keeps track of membership ALL Access Pass registration forms
- Updates Google Drive All Access Pass registration page
- Provides updates on chapter finances at Leadership & Chapter Meetings
- Monitors online files

Past President

- Maintains ALTA-GA Chapter Facebook Pages
- Maintains Chapter Rules and Regulations
- Mentors new ALTA Chapters

Term Limits: Officer term limits shall not exceed two years.

Elections

- Officer elections will occur every two years no later than February 28th.
 1. The current chapter president will send a nomination form to the chapter no later than November 1st. Chapter members may nominate themselves or other members in good standing.
 2. The current president will notify all nominated individuals and they will have the opportunity to accept or deny the nomination no later than December 1st.
 3. The current president will create a ballot for elections to be sent to the membership no later than January 1st.
 4. Officers will be elected no later than February 28th.

Leadership Team Meetings

- Leadership Team Meetings should be held four times per year. The Leadership Team should meet once prior to each chapter meeting. Additional meetings may be scheduled on an as needed basis.
- Leadership Team Meeting Structure:
 - o Officer Reports
 - Review any Committee Reports
 - o Plan Chapter Meetings
 - o Communications Updates
- The Leadership Team should plan tri-annual meetings for the entire chapter membership.

When Georgia Chapter forms committees, this will be the structure:

The Leadership Team will work in conjunction with each committee to appoint a committee chair.

- The committee chair will hold that position for a two-year term which may be extended or renewed.
- The committee chair is responsible for setting yearly goals for the committee.
- The committee chair is responsible for reporting goals and progress towards goals to their assigned leadership team representative.
- Committee chairs are responsible for the recruitment of committee members that represent diverse regions of the state and professional experiences.

Committee Requirements

- All committees must meet quarterly, and additional meetings may be scheduled as needed.

