**Chapter Executive Council Leadership:**

President

* Convenes and Facilities 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’s Annual Report to the National ALTA Chapter’s Chair yearly
* Will provide publicity materials to ALTA National as requested
* Coordinate Chairs in charge of specific tasks (see below)

Immediate Past President

* The immediate Past President will serve as an advisor to the new President for a period of one year.  The immediate Past President may serve as an advisor for a second year if requested by the current President.
* The immediate Past President shall be a non-voting member of the Executive Council.

Vice President (or President-elect)

* Serves as coordinator and point-of-contact for the Regional Chairs (North, East, South, West)
	+ Coordinate the sending of emails to welcome new Texas members to ALTA Submits Chapter/Regional CE Events to National via the form on ALTAread.org
	+ Point of contact for Regional CE Events
	+ Maintain documentation of the regional CE events
* Provides ALTA-TX membership updates at Leadership and Chapter Meetings
* Monitors Chapter Zoho Drive Membership Reports
* Reaches out to members who did not renew their membership to encourage renewal
* Perform any duties so designated by the President and, in the event of the absence, resignation, disability, or death of the president, possess all power and perform all the duties of the presidency until the return of the President or the next annual election.  If the President-Elect is unable to serve in this capacity, the Secretary shall call a meeting of the Executive Council, which shall elect a President-Elect until the annual election.

Treasurer

* Provide updates on the chapter finances at Leadership & Chapter Meetings
* Submits fees and expenses to National via the form on ALTAread.org
* Prepares Chapter budget for approval of Texas ALTA Executive Council
* Coordinate payments to payees from the ALTA Texas Chapter bank account in conjunction with ALTA Management Company.
* Checks monthly transactions on the work drive for accuracy. And follow up with the ALTA management company if there are any issues or concerns.

Secretary

* Records meeting minutes for all Texas ALTA meetings and provide a copy to the Executive Council
* Saves minutes to the Chapter’s Google Drive

Members-At-Large

* President may appoint up to two (2) Members-At-Large to serve on the Executive Council.
* The duties and responsibilities of the Member-At-Large shall be as directed by the President.

**Committees:**

Legislative Committee Chair

Events Committee Chair

Public Relations Committee Chair

Data/Records Chair

**Committee Structure:**

* Committee Chairs are appointed by the ALTA Texas President
* The Committee Chair will hold that position for one two-year term which may be extended for a second two-year term
* 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 leadership team representative.
* Committee Chair is responsible for the recruitment of committee members that represent diverse regions of the state and professional experiences.
* All committees must meet quarterly.  Additional meetings may be scheduled as needed.

**Legislative Chair**

* Helps to craft (upon Executive Council approval) and coordinate the Chapter’s legislative agenda in support of and as an advocate for students with dyslexia and Texas ALTA members.
* Acts as point of contact for Chapter Lobbyist.
* Attend meetings with Chapter Lobbyist and other legislative stakeholders.
* Coordinate ALTA membership testimony to legislative branches as needed.
* Reports to the President.
* Build relationships with state legislators and community members.  Build an awareness of ALTA professionals in these groups.

**Events Chair**

* Executes Chapter’s plan for hosting Texas ALTA Summit and other chapter events
	+ Leads on going meetings for planned events with detailed agendas and communication to leadership team
	+ Speakers
	+ Leads sponsorship with leadership team
	+ Venue
	+ Coordinating schedule and other details with Stansfeld LLC
	+ Follow up with “thank you” notes to the speakers, including gift cards
	+ Include Kids with heARt notecards to announce  its six new winners
	+ Quilt giveaway
	+ Being budget-mindful of expenses
	+ Present cost, expenditures and profits to team members
* Assists Leadership Team as needed for hosting events
* Reports to the President

**Public Relations Chair**

* Posts to various social media platforms of the chapter according to ALTA standards
* Monitors accounts for messages and response
* Reports to the President
* Approves members for private Facebook group based on member standing
* Creates and sends eblast as needed to promote ALTA events and messages to membership

**Chapter Data/Records Chair**

* Submits new information and updates to the Chapter website using the form at ALTAread.org
* Maintains Chapter records on the Chapter Google Drive
* Reports to the President

**Leadership Team Meetings *(Consists of Chapter Officers and Chapter Committee Chairs)***

* Leadership Team meetings should be held at least every other month.
* Leadership Team meetings will include:
* Officer reports
* Committee Chair reports
* Planning of Chapter Events/Meetings
* Communication Updates