



TEXAS ASSOCIATION OF LEGAL PROFESSIONALS

OFFICERS AND CHAIRMEN GUIDELINES
(Revised April 2008)

TEXAS ASSOCIATION OF LEGAL PROFESSIONALS
GENERAL GUIDELINES FOR OFFICERS AND CHAIRMEN

ATTENDANCE

Officers and Chairmen (O/C) should attend as many scheduled functions as possible.

BONDS

Texas ALP will obtain a bond at the beginning of each fiscal year for all officers and chairmen involved in a "fiduciary" capacity.

CORRESPONDENCE (S.R. 5.L)

At present, you should copy the President, President-elect, Parliamentarian, and any other officer or chairman or committee member concerned with the contents. Members of all committees should be kept informed. If you are sending multiple letters, send only one copy of the letter with an attached list of addressees to whom correspondence was sent. E-MAIL SHOULD BE USED WHENEVER POSSIBLE TO FORWARD COPIES OF CORRESPONDENCE. It is not necessary to send hard copies by the U.S. Postal Service.

Texas ALP letterhead should never be used to express your personal views or for any reason that does not pertain to the duties of your office or chairmanship.

For any correspondence not of a routine nature (particularly to outside the organization), ***you must obtain the President's approval before mailing***. Any form letters should be edited for correctness when referring to dates, Standing Rules, or Bylaws.

Obtain mailing labels from the Roster Chairman for mailouts. Members' addresses sometimes change before a supplement has been distributed. Therefore, to have an up-to-date list, please obtain it from the Roster Chairman. Allow sufficient time for the labels to be furnished to you. DISSEMINATE INFORMATION BY E-MAIL WHENEVER POSSIBLE.

DEADLINES

You will be furnished a Texas ALP Calendar of Events at the beginning of the year. Please make proper notations on your personal calendar to avoid missing any deadlines concerning your office or committee. Keep your calendar current as changes occur.

Deadlines for *The Texas Docket* are very important and must be adhered to.

FILES (S.R. 5.N)

It is very important to pass your files along to the next person as soon as possible. Keep files up-to-date and organized. You should receive two full years of files from your predecessor. Some files will contain permanent files and these should be well marked.

If the standard information and correspondence regarding your office/chairmanship has been reduced to computer disk, please pass a disk containing such information along with your file to your successor. Your files should contain a current copy of the Standing Rules, Bylaws, and Forms Manual.

Check any items being discarded carefully to make sure they will not be needed (historical value, etc.).

BYLAWS AND STANDING RULES

It is very important that you have current Texas ALP Bylaws and Standing Rules. If you are not sure the Bylaws and Standing Rules in your files are current, a current set can be found on the Web site. Familiarize yourself with any Bylaw or Standing Rule concerning your office/chairmanship.

BUDGET

It is imperative to stay within your budget. If you see you will need additional funds, please inform the President in advance of any upcoming meeting in order that this request can be placed on the EC agenda for discussion. Any increase in budget requires approval by the board.

Your files should contain a copy of the current budget and check request form. The original of the check request should be sent to the President for approval and submission to the Treasurer for payment. If you are working with a committee, please closely supervise any expenditure made by your committee. Committee members must submit check requests to the chairman for approval prior to forwarding to the President. Expenses must be submitted within forty-five (45) days of date being incurred. (S.R.5.G(5)). A check request form can be found on the Web site.

E-DISTRIBUTION PROGRAM

The program may be used for official Texas ALP business only and may not be used for solicitation purposes.

The program may not be used for purposes of disseminating personal opinions on any issue.

All submissions must be approved by the President.

All submissions must be submitted to the President for approval at least two (2) weeks prior to the intended distribution date.

All officers and chairmen must be cognizant of their deadlines and allow for the additional time necessary to provide sufficient notice to the member responsible for the distribution.

All items must be submitted to the member responsible for the distribution in final format if a message and/or PDF format if an attachment.

PRINTING/SHIPPING

Before the printing of anything for Texas ALP, obtain three (3) bids for approval by the President.

Shipping and copying charges make up a large portion of our budget and it is beneficial to shop for price comparisons in this regard.

REGISTRATION FEE

Texas ALP will pay the full registration fee (excluding optional events) for officers. It is your duty to pre-register. Texas ALP will not pay LATE REGISTRATION fees. The Treasurer will write one check to cover all officer registration fees.

If Texas ALP pays for your registration fee and you do not attend the meeting, you will be billed for that registration fee.

REPORTS

You will be responsible for submitting written reports prior to each meeting. When the Call is e-mailed, information regarding your reports will be included. Please note the deadline for return of the reports to the Executive Committee, particularly to the Recording Secretary. This deadline is very important and will assist the President in preparing the agenda and the Recording Secretary in preparing copies for distribution. It may not be necessary for each chairman to report at the meeting. Certain officers and chairmen will give a short synopsis of their report, highlighting important deadlines and their duties as an officer or chairman. If changes are made to your report, please submit corrected copies to the Recording Secretary immediately following the meeting. All reports should be submitted in third person format.

OFFICER AND CHAIRMAN MEAL EVENTS

Dutch-treat meal events of the officers and chairmen are held at the discretion of the President. Dutch treat meal events are usually held at each meeting. These are great opportunities for officers and chairmen to network.

PRESIDENT

1. Encourage and assist chapters to bid for board and annual meetings and act as coordinator between the applicable chairmen and the hosting chapter in implementing the scheduled meetings.

PRESIDENT-ELECT

1. Assume the duties of the President in the absence of the President.
2. Prepare the Roundup by contacting the officers and chairmen and requesting articles. The Roundup is to be approved by President. Send the final version to the Webmaster for posting to the Web site.
3. Act as committee liaison person as appointed by the President. Upon being appointed to work with a committee, contact the committee chairmen and let them know you have been appointed. It is best to contact them in writing and to request that they forward all correspondence concerning the committees to you. This gives the committees a direct line to the EC.

VICE PRESIDENT

1. Assume the duties of the President in the absence of the President and President-elect.
2. Serve as Chairman of Membership Committee. Maintain a program designed to increase the membership of Texas ALP. Develop and maintain a program to assist with the organization of new local chapters which includes direction in formation and assistance during their first year of formation.
3. Receive applications for secondary membership. Send an acknowledgment and add to the list of Secondary Members. This is for Texas ALP information only since NALS is not furnished with this information. The President, Treasurer, Roster Chairman and E-Distributor receive copies of all acknowledgments and the Roster Chairman will add these names to the mailing list. A list of Secondary Members should also be furnished to the EC for their use.
4. Act as committee liaison person as appointed by the President. Upon being appointed to work with a committee, contact the committee chairmen and let them know you have been appointed. It is best to contact them in writing and to request that they forward all correspondence concerning the committees to you. This gives the committees a direct line to the EC.

RECORDING SECRETARY

1. Record the minutes of all the meetings of the Executive Committee and Texas ALP.
2. Compile reports of the officers and chairmen for distribution by e-mail to attendees at the Fall Board or Annual Meeting.
3. Act as committee liaison person as appointed by the President. Upon being appointed to work with a committee, contact the committee chairmen and let them know you have been appointed. It is best to contact them in writing and to request that they forward all correspondence concerning the committees to you. This gives the committees a direct line to the EC.

TREASURER

1. Prepare the first draft of the proposed budget by **August 2**. This is to be sent to the President and President-elect. The proposed budget is to be submitted to the Executive Committee by **August 31** for discussion to be held at the Executive Committee meeting at the Fall Board Meeting.
2. File the Texas Sales & Use Tax Return, which is due **January 20**. No sales tax is paid on items purchased for resale. If the Finance Chairman did not provide a Sales and Use Tax Resale Certificate to the vendor when the order was placed, one should be included with the check to the vendor (and the sales tax deducted from the invoice).
3. File the IRS tax form by September 15, 2008.
4. Provide the EC, Roster Chairman, E-Distributor and Membership Chairman with copies of dues transmittals (rebate reports) from NALS. This is the source of the Texas ALP Official Roster.
5. Submit the financial records to the Financial Review Chairman for review and a report of the review shall be presented by the Financial Review Chairman to the Board of Directors as follows:

REPORTING PERIOD COVERED	TREASURER'S REPORT DUE AT	TREASURER'S RECORDS DUE TO FINANCIAL REVIEW CHAIRMAN
May 1 through August 31	September 15	Fall Board Meeting
September 1 through April 30	May 15	Annual Meeting or Fall Board Meeting

The financial records include: balance sheet, budget, income/expense report, itemized categories report (bank statement and CDs) register report, transaction report, reconciliation statement, copies of checks that made up deposits, funds transmittal forms, check request forms with supporting documents attached for each check or an explanation of why a completed requisition form was not required for an expenditure (i.e. budget item); NALS rebate reports; and secondary membership applications.

6. The outgoing Financial Review Chairman reviews the September 1 through April 30 records and prepares the report which is presented at the Fall Board Meeting by the incoming Financial Review Chairman.
7. Secondary Members. This group includes many NALS members around the U.S. who have joined just so they can receive *The Texas Docket*. Dues for Secondary Members are \$20.
8. Surety Bond. This is our commercial blanket bond that covers the officers and chairmen who handle our finances. Because it is a "blanket bond," the officers and chairmen are covered by virtue of their position, not specifically naming each individual. The President, President-elect, Treasurer, Finance Chairman, Annual Meeting Finance Chairman, Annual Meeting Registration Chairman, Fall Board Meeting Finance Chairman, Fall Board Meeting Registration Chairman, and Winter Board Meeting Registration Chairman are covered. The officers listed are those who are authorized to sign checks or handle money. The surety bond is renewed on or about **May 1**.
9. Voucher/Reimbursement Requests. All requests for reimbursement will be sent directly to the President. The President will then forward the original copy to you, along with the supporting receipts, etc., for payment. She will approve the request, designate the budgeted line item to be

charged, and will give you any other instructions necessary. Process all requests as soon as possible so that everyone will receive reimbursement checks quickly.

11. Regional Assessment. The Regional Assessment of \$300 shall be paid on or after **May 1**.
12. Act as committee liaison person as appointed by the President. Upon being appointed to work with a committee, contact the committee chairmen and let them know you have been appointed. It is best to contact them in writing and to request that they forward all correspondence concerning the committees to you. This gives the committees a direct line to the EC.

CORRESPONDING SECRETARY

1. Prepare chapter anniversary letters for the President's signature. There is a list of the anniversary dates for each chapter in the file. A form letter can be composed that is personalized for each chapter and sent in sufficient time to the chapter so that it may be read at its meeting held in the anniversary month. Special comments may be added for significant anniversaries such as the 25th, 50th, etc.
2. Prepare congratulation letters to all new Texas PPs, PLSs, ALSs, and Specialty Certifieds for the President's signature. The PP, PLS, and ALS exams are given in September and in March, and are also scheduled during a Region 6 meeting. ALS exams are also given in conjunction with an approved training course. Specialty exams are scheduled in conjunction with Texas ALP meetings, as well as other times throughout the year. A list of those passing is available from the Certification Chairman. Again, form letters can be used and examples are in the file. The letters should be sent as soon as possible after the results are available (within six weeks of the exam date).
3. It has been the custom to have a Dutch-treat officers-chairmen's meal function at the Fall Board Meeting and at the Annual Meeting. This is done at the discretion of the President. You will select the menu for the event (to be approved by the President), collect the funds from the officers and chairmen, make the reservations, and coordinate payment for those attending the event with the hotel and/or hosting chapter. Your contact with the hotel is through the hosting chapter. Any surplus money collected from the luncheons is used for the President's gift fund.
4. Act as committee liaison person as appointed by the President. Upon being appointed to work with a committee, contact the committee chairmen and let them know you have been appointed. It is best to contact them in writing and to request that they forward all correspondence concerning the committees to you. This gives the committees a direct line to the EC.

PARLIAMENTARIAN

1. At the end of the fiscal year, prepare a certificate of adoption to be signed by the Recording Secretary stating the date of adoption of any amendments or revisions to the Bylaws and that such revisions or amendments do not conflict with the NALS Bylaws.
2. Act as an *ex officio* member of the Governance Task Force of the Strategic Planning Committee.
3. Be familiar with Roberts Rules of Order, latest version, as well as NALS and Texas ALP bylaws and standing rules.
4. Know how to handle basic motions such as postpone indefinitely, table, amend, and call for the question and know where other items can be located.
5. Know what motions require a two-thirds vote.
6. Know what the credentials count is at all times so that a two-thirds vote can be attested to.
7. Assist the President in preparing agenda for each meeting and proof for the President.
8. If available prior to the meeting, ask for those motions or amendments being made from the floor to be in writing prior to the meeting so the President will already have it for the agenda and be prepared to handle the item.
9. Request that chapters submit proposed bylaw changes to you prior to submission to the chapter membership so that any changes might be worked out prior to the chapter's action.
10. When chapters presubmit proposed bylaw amendments, look them over for conflicts with state or national bylaws and for other items that may create problems. Let the chapter know your recommendations as soon as possible.
11. Once the chapter has approved bylaw amendments, two (2) copies of the amendments, along with a certificate of approval, should be forwarded to you for approval. Once approved, one (1) copy of the amendments and the certificate is forwarded to the NALS Resource Center. The other copy is retained for the permanent Texas ALP Parliamentarian files.
12. Check proposed amendments and compare to bylaws and standing rules to be sure no conflicts exist.
13. Act as committee liaison person as appointed by the President. Upon being appointed to work with a committee, contact the committee chairmen and let them know you have been appointed. It is best to contact them in writing and to request that they forward all correspondence concerning the committees to you. This gives the committees a direct line to the EC.

AWARDS

1. Provide updates and corrections to the Webmaster for the Awards forms on the Texas ALP Web site.
2. In addition to the usual notifications, include timely blurbs in the Texas Roundup Newsletter.

LEGAL PROFESSIONAL OF THE YEAR AWARD:

- a. Check the Official Rules and Regulations for any changes or additions which should be made.
- b. Timely distribute the Rules and Regulations to all Texas ALP officers, directors, and chairmen.
- c. Thoroughly check all nomination forms to make sure that all rules and regulations have been complied with and forward the nomination forms to the judges.
- d. Coordinate the interviews of the three finalists at the Annual Meeting.
- e. Purchase an award, subject to approval of the EC, for the winner. The Awards Chair has the option of getting a gift without the name of the LPY engraved on it.
- f. Introduce the three finalists at the Welcome Reception. Introduce the three finalists again at the general assembly of the Annual Meeting and present them with a certificate.
- g. Announce the winner (usually at the banquet on Saturday night of the Annual Meeting).

Calendar of Events

August	Review Standing Rules for any changes to be made to the Official Rules and Regulations and Nomination Form from the prior year. Make required revisions and submit to the Texas ALP President for approval.
November	Contact member of chapter hosting Annual Meeting for necessary assistance in selecting three judges and three alternate judges to assess the nominees for the LPY competition. Also make necessary arrangements for rooms for final interviews of the nominees. Obtain name, address and telephone number of an engraver, who will be available to finish the engraving on the plaque on Friday afternoon during Annual Meeting.
December	Contact the judges and alternate judges to inquire if they would agree to serve in this capacity. Furnish Official Rules and Regulations and Nominations Form to E-Distributor to be sent to the members no later than December 30.
January	Furnish names of proposed judges and alternate judges to the Executive Committee <i>no later than January 1</i> for approval by electronic vote. Once EC has approved the judges and alternate judges, confirm with a detailed letter to the judges and alternate judges, providing them with the details of the event and their responsibilities as judges. Provide them with a copy of the Official Rules and Regulations and Nomination Form.

- February **February 1** is the deadline for receipt of Nomination Forms. Process nominations and furnish to judges no later than **February 15**.
- March Obtain Nomination Evaluation Forms from judges. Assess the evaluations and notify the three finalists by telephone and first class mail and notify the two alternates by certified mail no later than **March 10**. Request that the finalists provide a brief biographical sketch, as well as a picture, to be published in *The Texas Docket*. Prepare an interview schedule for Friday morning of the Annual Meeting and notify finalists of the schedule.
- May/June On Friday of the Annual Meeting, coordinate interviews of the finalists by the judges. Review the Personal Interview Evaluation Sheets with the judges and complete the Personal Interview Computation Form. Arrange for Texas ALP President to review the Personal Interview Evaluation Sheets and Personal Interview Computation Form and sign off on the results.
- During the Annual Meeting (Welcome Reception and at the actual meeting) announce the finalists.
- On Saturday night at the Presidents' Banquet, announce the LPY winner and present the award. Provide the Editor of *The Texas Docket* and Webmaster with the biographical sketch and photo of the LPY winner and finalists.

SCHOLARSHIP AWARD:

- a. Three (3) judges (who are selected by the Awards Chair) shall be approved by the Executive Committee. The decision of the judges in selecting the scholarship winner will be final.

<i>Scholarship Amount</i>	\$1,500
<i>Application</i>	Texas ALP scholarship applications must be completed in accordance with the Texas ALP Standing Rules currently in effect.
<i>Announcement of Winner</i>	The winner of the scholarship will be announced at the Annual Meeting; however, the winner will be advised immediately upon selection.
<i>Scholarship Award</i>	A scholarship certificate will be presented at the Annual Meeting to the recipient and a duplicate to the sponsoring chapter for their history book.
<i>Payable</i>	The Texas ALP scholarship is payable in two (2) payments of \$750 each, one at the beginning of the fall semester and one at the beginning of the spring semester.
<i>Payments Payable to</i>	Payments will be made directly to the school upon receipt of proof of enrollment. A copy of the request form to be used by the recipient to receive the scholarship funds is in the file. This form will be utilized by the Texas ALP Awards Chairman to process the funds for payment
<i>Eligibility</i>	Applicant must be a high school senior or currently enrolled in a school of advanced education, i.e. junior college, four-year college, university, or business school. Texas ALP members or their children are not

eligible for the scholarship according to the latest ruling from NALS.

Calendar of Events

May Upon receipt of the previous year's materials from your predecessor, you should review the files. Be sure to check all forms and rules to conform to the Standing Rules in the event amendments to the Standing Rules were approved at the Annual Meeting.

July/August Begin updating the Application and the Scholarship Guidelines. Prepare your form letter to the Chapter Scholarship Chairmen and/or Directors. E-mail a set to President, President-elect, and Corresponding Secretary. If there are no corrections suggested by the President, the Corresponding Secretary will then e-mail the copies of your packet to all members when the Call is sent by the E-Distributor to the Fall Board Meeting.

February **February 1** is the deadline to receive applications from the Texas ALP Local Scholarship Chairmen. This means that the envelope must be postmarked no later than **February 1**, and be received by the Texas ALP Awards Chairman by **February 3** at 5:00 p.m. (or a date set by the Board). Applications received after this date cannot be accepted and must be returned.

As each application (in quadruplicate) is received, check it thoroughly for the following:

- A. Letter from Local Scholarship Chairman
- B. Completed Scholarship Application signed by applicant and Local Scholarship Chairman or Officer of Sponsoring Chapter
- C. Transcript of grades to substantiate at least a B average
- D. Letter from applicant stating why he/she desires a career in the legal field
- E. Letter from school counselor or principal
- F. Letters from two persons (not relatives of applicant) in support of applicant's qualifications and financial needs

By **February 10** prepare letter to the judges forwarding the applications with supporting documentation and rating sheet for their use in grading each applicant. This will save you time.

March After all applications have been checked and approved, affix a Rating Sheet to the front of each with applicant's name in the first blank, and express the need for the completed documents to be returned to you no later than **March 1**, or whatever date you desire as long as it gives you sufficient time to notify all concerned. Be sure to enclose a self-addressed, stamped envelope for the judges' use in returning the documents to you. A few days after you mail the documents, call each judge to see if they have any questions.

When you receive the documents from all three judges, determine which applicant has the highest score. Then, by telephone call, followed by certified letter, notify the winning applicant. In your certified letter to the applicant, include the completed

request for funds for the winning applicant to give to the school. Invite the winning applicant to attend the Annual Meeting to receive the Award in person and assist with arrangements, if necessary.

By way of telephone call and follow-up letter, inform the sponsoring chapter that their entry won the scholarship.

April

Prepare letters of thanks to each participating Texas ALP Chapter informing them of the winner. We suggest that you hold up the mailing of the letters until just before you leave for the Annual Meeting so as not to give away the winner.

Prepare two (2) Scholarship Awards—one for the winner and one for the sponsoring chapter.

Prepare a short introduction of winning applicant; however, this is not included in your report. After you present your report at the Annual Meeting, make the introduction of the winner and make the presentation personally if the winner is in attendance. Give the Award to the sponsoring chapter if applicant is not in attendance.

BYLAWS/STANDING RULES

1. Upon receipt of files from previous chairman, organize files and prepare a calendar of deadline dates for yourself.
2. Prepare final version of amended Bylaws and Standing Rules and send required number of copies and required copies of Certificate of Adoption to Recording Secretary.
3. Keep three (3) copies for your file.
4. Send notice to all officers, directors, and committee chairmen of proposed bylaw amendments in accordance with the Bylaws. (See sample letter in Texas ALP Forms Manual.)

CERTIFICATION

1. Contribute monthly to the Texas Roundup Newsletter to promote the certification programs and to keep the membership apprised of exam dates and deadlines and any certification program changes.
2. Provide updates and corrections to the Webmaster for the certification pages on the Texas ALP Web site.
3. Inform the membership of deadlines for applications and dates for the upcoming PP, PLS, ALS, and TSC examinations, and any changes in the programs.
4. Maintain a supply of up-to-date PP, PLS, ALS, and TSC brochures, applications, and testing center information. If copies of these items are in the file received from the predecessor, be sure they are current.
5. Send congratulatory letters to all newly certified members and nonmembers in Texas.

Cram Weekend Guidelines

- a. When planning a cram weekend, be sure there are no conflicting holidays or other major events, especially in the area where the weekend is to be held.
- b. The city chosen for the cram weekend should be easily accessible. The location (hotel) within the city should be easy to find.
- c. Registrants should be informed of what they need to bring with them and should be informed of suggested references.
- d. Registration forms and fees must be approved by the EC prior to distribution of the registration forms.

MOCK EXAM (Subcommittee of Certification)

1. Pilot mock exam at Board or Annual Meetings as necessary and make revisions.

EDUCATION

1. Work with *The Texas Docket* editor in furnishing legal education articles for each issue of *The Texas Docket*.
2. Provide a schedule of CLE topics and speakers to the Corresponding Secretary to be included in each Call.
3. Timely promote the education seminars to be provided at state meetings and official courses through articles in the Texas Roundup.
4. Prior to each meeting, the local committee member should send an initial confirmation letter to each speaker. The Education Chairman should follow up, reconfirming dates and times and offering assistance. Be sure to obtain a short biography from each speaker for introduction purposes and set a deadline for receipt of any handouts from the speakers.
5. The Certification Chairman is an *ex officio* member of this committee and should be advised of all committee meetings.
6. Following a state meeting, both the local committee member and the Education Chairman should send thank you letters to each speaker.
7. For each state meeting, prepare "blank" CLE certificates that the seminar coordinator will distribute at the end of each seminar.
8. Maintain in the files the CLE sign-in sheets.
9. Provide the Certification and Leadership Chairmen with legal education certificates. Work closely with these chairmen in order to provide members an opportunity to earn credit toward the CLE award by attending certification or leadership seminars.

LEADERSHIP (Subcommittee of Education)

1. Coordinate programs to assist future leaders of our association to manage the challenges of volunteer leadership.
2. Offer personal development programs that will help Texas ALP members deal with everyday life at both personal and professional levels.
3. Educate current and future leaders to specific topics and their desired duties such as the Presidency, Membership, etc.
4. Provide updates and corrections to the Webmaster for the leadership pages on the Texas ALP Web site.

Leadership Programs

Offer the Texas 8-Hour Workout as a traveling volunteer-speaker leadership program to be offered to individual chapters or held in hub areas accessible to several chapters (such as a West Texas location). The program might include sessions on officers (such as the presidency, budgets, or parliamentary procedures), committees (such as certification, marketing, CLE, or bulletin), and personal development (such as integrity and competence, coping with change, stress management, or dealing with difficult people).

Provide a program such as the Texas 8-Hour Workout the day before the Annual Meeting conference as an optional all-day event.

FINANCE

1. Provide updates and corrections to the Webmaster for the finance pages on the Texas ALP Web site.
2. Make sure the mail order shipping rates advertised are current with the USPS rates.
3. Maintain an inventory, including the beginning and ending figures for audit purposes. Keep chapters fully informed of items available (i.e., include blurbs in the Texas Roundup Newsletter promoting finance items).
4. Submit Texas Sales and Use Tax Resale Certificate to the vendor when ordering finance items for resale.

FINANCIAL REVIEW

1. Review the Treasurer's records and the Finance Chairman's records for the immediate past year.
2. Review the financial records of the immediate past year's Annual Meeting Chairman and of the current year's Fall Board Meeting Chairmen.
3. Prepare and present a report at the Fall Board Meeting and the Annual Meeting.
4. Update duties and guidelines as necessary.

TREASURER'S RECORDS

The Treasurer closes out the financial records as of **April 30** and delivers them to you at the Annual Meeting or within thirty (30) days thereafter. Documents/record required for review are: reports for the fiscal period including balance sheet, budget, income/expense report, itemized categories reports (bank statement and CDs), register report, transaction report, reconciliation statement, copies of checks that make up deposits, funds transmittal forms, check requisition forms with supporting documents attached for each check or an explanation of why a completed requisition form was not required for an expenditure (i.e. budget item), NALS rebate reports, and secondary membership applications.

Procedure:

- a. Using the register report, each check and deposit is compared to those contained in the bank statements. Reconcile bank statements. Simultaneously, each transaction is checked for amount and verified that posting was to the proper budget account. (Highlighter pens make it easier to keep track of checked entries.)
- b. Using the register report totals, verify all amounts shown on the Balance Sheet and Profit and Loss statement. Verify the register report balance. If adjustments are necessary, an Amended Balance Sheet and Amended Income/Expense Statement should be prepared and made a part of the Financial Review Committee report presented at the Fall Board Meeting.

FINANCE CHAIRMAN'S RECORDS

The Finance Chairman closes out the records as of **April 30** and delivers them to you at the Annual Meeting or within thirty (30) days thereafter. Documents/records required for audit are: records showing beginning inventory, number of items added to inventory, number of items sold, and ending inventory, copies of checks received for purchases.

Procedure:

Verify that beginning inventory amounts used by both the Finance Chairman and the Treasurer are the same. Using the records furnished, verify each entry made during the year. Using both the Finance Chairman's records and the Treasurer's records, verify that moneys sent/received are the same. Verify that ending inventory amounts used by both the Finance Chairman and the Treasurer are the same.

ANNUAL AND BOARD MEETING FINANCIAL RECORDS

Each Annual/Board Meeting Chairman closes out the financial records as soon as possible after the hosted meeting and should send the following items for review: **ORIGINALS** of journal, ledger (if any), checkbook stubs, supporting documents for each check written, copies of checks (if available) that make up each deposit, bank statements, Profit and Loss Statement, and Balance Sheet.

Procedure:

Using the checkbook stubs, each check and deposit is compared to those contained in the bank statements. Verify that ledger balances. Simultaneously, check each journal and ledger entry for amount and verify that posting was to the proper account. (Highlighter pens make it easier to keep track of checked entries.)

- a. Using ledger totals, verify all amounts shown on the Profit and Loss Statement.
- b. Prepare a Profit and Loss Statement to be included as part of the Financial Review Committee report for each Annual/Board Meeting.

MARKETING

1. Work with local chapters in maintaining an updated list of news media publications.
2. Make monthly contributions to the Texas Roundup Newsletter giving marketing tips for local chapters.
3. Prepare the Region 6 ad for the incoming committee.
4. Obtain governor's proclamation for Court Observance for presentation at the Fall Board Meeting and obtain mayor's proclamation for each city where a meeting is held. In addition to other uses, proclamations to be displayed at the marketing table. When proclamation are presented, do not read; summarize it.

STATE BAR LIAISON

5. Promote the benefits and activities of Texas ALP to the State Bar, as well as to the legal community.
6. Inform the EC of any potential educational or marketing opportunities for Texas ALP and its members.

WEBMASTER (Subcommittee of Marketing)

1. Keep current the Texas ALP Web site with information provided by the various committees.
2. Receive and publish on the Web site as The Texas Roundup, A Joint-Committee Newsletter, submissions from the various committees by the second Monday every two months.

MEMBERSHIP

1. Contribute blurbs for the Texas Roundup Newsletter aimed at LMCs, MALs, and members promoting your membership campaign and membership generally.
2. Provide updates and corrections to the Webmaster for the membership pages on the Texas ALP Web site.
3. Receive and forward secondary member applications and checks to Treasurer for handling with a copy to the Roster Chairman and E-distributor. Acknowledge to applicant.
4. Assist with organization of new chapters.
5. Assist with contacting nonmembers who attend education courses.

NOMINATIONS AND ELECTIONS

CREDENTIALS (Subcommittee of Nominations/Elections)

1. Receive certifications of directors to the Fall Board Meeting and to the Annual Meeting.
2. Receive the credentials list of elected and appointed officers and directors from the Recording Secretary to use to maintain an accurate credentials count.
3. Coordinate with the Meeting Registration Chairman to obtain the names of those members who are attending a meeting as a first timer. Solicit volunteers to act as a mentor for the meeting weekend. Assign a mentor to a first timer and notify the mentor of the first timer's name and e-mail address so that the mentor can correspond with the first timer prior to the meeting. Send memorandum to the first timers so that they will be informed of the activities and dress code of the weekend's activities. Provide a list of the first timers and mentors to the EC and coordinate a time with the EC to meet the first timers

ROSTER

1. Prepare a supplemental roster reflecting all changes occurring during interim period between the Fall Board Meeting and the Annual Meeting. The supplemental roster shall be distributed by e-distribution to the officers, chairmen and members the first week of February.
2. At the Fall Board Meeting, provide the President-elect one complete roster of all members to use as a reference for appointing her chairmen and committee members.
3. If directed by the President, furnish to *The Texas Docket* Editor mailing labels for all members in ZIP Code order.
4. The Texas ALP Treasurer will send you a copy of the dues remittances as she receives them. This is the source for your labels for *The Texas Docket*. The outgoing Roster Chairman should have provided you with a list of members who have paid their dues (with their anniversary date) and are already on the mailing list for the new year. You should continue to add to that list by using the information on the dues remittance reports you receive from the Treasurer.
5. Provide the E-Distributor with any updates or changes to member e-mail addresses and provide a complete list of member e-mail addresses upon request by the E-Distributor.

E-DISTRIBUTOR (Subcommittee of Roster)

1. E-distributions other than those prescheduled for purpose of distributing the *Texas Roundup* and the Call for each board/annual meeting **must** have the direct prior approval of the President.
2. Include at the end of each e-distribution the following language:

NOTICES

If you wish to be removed from the Texas ALP e-mail distribution list, please so respond to this message.

Caution Regarding Removal From the Texas ALP E-mail Distribution List

In the event you desire to be removed from the Texas ALP e-mail list, please be aware of the consequences of such removal. In today's business environment, e-mail is the method that allows Texas ALP to communicate most expeditiously and cost-effectively with its members and has become the primary communication tool. Please know that, in removing you from the e-mail distribution list, you are also requesting that you not receive the Call and other notices that may be sent by Texas ALP to its members. If you wish to be removed from the e-mail distribution list of your local chapter or of NALS, please contact them directly.

Restrictions to Use of Distribution List

The member information included in this distribution list is to be used solely to enhance communications within our membership. This information is not to be used for solicitations of any kind. Thank you for respecting the personal nature of this information.

3. Distribute the *Texas Roundup* at the beginning of every two months as directed by the Webmaster upon receipt of the Web site link.
4. Distribute the Call to each board/annual meeting as directed by the Corresponding Secretary.
5. Other possible distributions to expect may come from Awards, Bylaws/Standing Rules, Nominations and Elections, and Roster.

STRATEGIC PLANNING

1. Compare the same with the Texas ALP Bylaws and Standing Rules for necessary amendments, and consult with the Texas ALP Treasurer and EC for information on available funds for implementation of proposals.
2. Set proposed target or goal dates for the accomplishment of proposed projects, keeping in mind available funds and the number of Texas ALP members available to work on the projects.
3. Amendments or additions to the Strategic Plan shall be presented to the Directors.

THE TEXAS DOCKET

1. Negotiate agreement with the composing/printing company, including deadlines for submission of material, proofs, and finished publication. The number of publications per issue should also be specified in agreement. Submit agreements to the President for signature.
2. Work with the Marketing Chairman on event and seminar material for the July, January, and April issues.