



DFW-ALTA Committee Preference List

Please email the completed forms to corresponding-secretary@dfwalta.org or mail
P.O. Box 130024, Dallas, TX 75313-0024 - or - P.O. Box 17567, Fort Worth, TX 76102-0567
Questions Contact the President at president@dfwalta.org

Date: _____ Name: _____ Nick Name _____
E-mail: _____ Phone (Home): _____ Cell: _____
Employer: _____
Business Email: _____
Business Telephone: _____ Business Fax: _____
Business Address: _____
City: _____ State: _____ Zip Code: _____

Please Mark the Committee that interests you.

STANDING COMMITTEES:

- BUDGET & FINANCE:** This committee prepares annual financial statements, correctly reflecting the financial condition of the organization, or at any time when directed by the President. Keep all filings current to ensure the Association's non-profit status.
- CPLTA:** Liaison contacts and handles the CPLTA certification forms and requirements for examination.
- MEMBERSHIP:** This committee obtains the membership records and maintains said records on file for the organization.
- PUBLICATIONS:** (The Industry Standard): This committee is responsible for general publicity and advertising for the organization, including any association publications. Also responsible for the editing and publication of the Association's newsletter, which is to be published at least quarterly.
- PROGRAM:** (Dallas / Fort Worth): This committee coordinates the program location and meal selection for the regular membership meetings and any special meetings, which may be held in Dallas/Fort Worth or the Mid-Cities areas. Be Co-chairperson(s) of the Program Committee. Be responsible for all correspondence with speakers for Dallas or mid-cities meetings such as confirmation letters, letters of appreciation and obtaining biographical information.
- EDUCATION and PROGRAM:** This committee is responsible for planning the annual Spring Seminar and Scholarship program.

SPECIAL COMMITTEES:

- AWARDS:** For those awards requiring a vote by the Board.
- BYLAWS & PROCEDURES:** Updates and revisions.
- CELEBRATIONS/Anniversary:** Handles the preparation of upcoming organization celebrations.
- DIRECTORY:** Update information (year, names, etc...) on all directory pages.
- ELECTION/TALLY:** Chairperson of this committee produces and distributes ballots for the annual election of the Board of Directors.
- EMPLOYMENT:** Furnishes information on available openings to members seeking employment.
- GRIEVANCE/ETHICS:** The Parliamentarian attends all meetings of the Board of Directors and presents any grievances to the board.
- NALTA CERTIFICATION MANUAL:** Handled by the CPLTA Liaison.
- NOMINATIONS - DFW-ALTA BOARD:** Presents candidates for nominees for Board of Directors office and prepares ballots.
- SPECIAL HONORS/RECOGNITIONS:** Ballots for those awards requiring a vote by the Board or Membership.
- WEBSITE:** Collects information to be included on www.dfwalta.org



STANDING COMMITTEES

BUDGET & FINANCE:

Please mark which area you are interested in and this committee will contact you with further details.

- Audit/IRS
- Monthly Cash Flow Report
- Quarterly Reports
- Luncheon Recap
- Luncheon Registration
- Mail Pick up (Dallas)
- Mail Pick up (Fort Worth)
- Membership Applications
- Payment of P. O. Boxes

CPLTA CERTIFICATION Liaison, Instructor):

Please mark which area you are interested in and this committee will contact you with further details.

- I am interested in this committee please contact me with further details.

MEMBERSHIP:

Please mark which area you are interested in and this committee will contact you with further details.

- Membership records
- Database

PUBLICATIONS:

Please mark which area you are interested in and this committee will contact you with further details.

- Editing
- Publication
- Outside Advertisement

PROGRAM (Hospitality Dallas):

Please mark which area you are interested in and this committee will contact you with further details.

- Celebrations/Holiday (December)
- Charity
- Name Tags
- Photography
- Registration/Sign-in
- Hospitality/Information Table

PROGRAM (Hospitality Fort Worth):

Please mark which area you are interested in and this committee will contact you with further details.

- Celebrations/Holiday (December)
- Charity
- Name Tags
- Photography
- Registration/Sign-in
- Hospitality/Information Table

EDUCATION and PROGRAM (Spring Seminar & Scholarship)

Spring Seminar:

Please mark which area you are interested in and this committee will contact you with further details

- Brochure / Folders
- Catering
- Location for Seminar / Parking
- Name Tags
- Speakers
- Hotel / Travel Arrangements for Speaker

Scholarship:

Please mark which area you are interested in and this committee will contact you with further details

- Applications
- Awards / Gifts
- Miscellaneous



SPECIAL COMMITTEES

AWARDS:

- I am interested in this committee please contact me with further details.
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BYLAWS & PROCEDURES:

- I am interested in this committee please contact me with further details.
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CELEBRATIONS/HOLIDAY:

- I am interested in this committee please contact me with further details.
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DIRECTORY:

- I am interested in this committee please contact me with further details.
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ELECTION/TALLY:

- I am interested in this committee please contact me with further details.
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EMPLOYMENT:

- I am interested in this committee please contact me with further details
-

GRIEVANCE/ETHICS:

- I am interested in this committee please contact me with further details.
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NALTA CERTIFICATION MANUAL:

- I am interested in this committee please contact me with further details.
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NOMINATIONS - DFW-ALTA BOARD:

- I am interested in this committee please contact me with further details.
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SPECIAL HONORS:

- I am interested in this committee please contact me with further details.
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WEBSITE:

- I am interested in this committee please contact me with further details.
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