



Altrusa District Three Foundation, Inc. Chair – Job Description

Position	Chair.
Elected	Elected by the Foundation Board of Trustees at their first meeting following the District Three Conference.
Term of Office	One year with eligibility for re-election.
Role	The chair is the chief Officer of the Foundation and presides at all meetings of the Board and prepares the agenda for meetings, including the annual meeting of the Foundation membership at the District Conference.

In addition to responsibilities as a trustee, the Chair is responsible to:

1. Be informed on the Altrusa District Three Foundation, Inc. (hereinafter known as the Foundation) policies, practices, and procedures, and interpret the Foundation to the Foundation Board, District Three committee chairs, Clubs and members, and the public.
2. Encourage support of the Marketing Plan and the official projects developed by the Foundation through the *District Service Bulletin* and the annual District Three Conference.
3. Receive and present to the Foundation Trustees for approval requests and applications for grants, individual club endowments, and awards from Foundation Endowment Funds as delegated.
4. Serve as the Legal Agent for the Foundation, who signs all contracts, receives official notices, and directs the Treasurer to draw and sign drafts upon the treasury when approved by the Board of Trustees and countersigns drafts upon the treasury when needed.
5. Keeps the Board of Trustees fully informed on all matters affecting the Foundation.
6. Coordinates with the treasurer for the financial review of the Foundation financial records.
7. Reports to the District Three Altrusa Board of Directors annually the current foundation budget, policies, strategic and marketing plan, and any changes in job descriptions of Board members.
8. Oversees the fund raising efforts/events for the Foundation