



Altrusa District Three Foundation, Inc. Trustee – Job Description

Position	Trustee.
Elected	Elected by the members of Altrusa District Three at the annual meeting of the Foundation.
Term of Office	Two years; can serve three consecutive terms of six years.
Eligibility	Must have served as club president, club foundation chair, club or foundation treasurer. No more than two members from any one club can be elected to serve as Trustee at any one time.
Role	As member of the Foundation Board of Trustees, to further the goals and objectives of the Foundation; to be knowledgeable and fully prepared to assist the Chairman in the work of the Foundation, with a strong commitment to the responsibilities listed below.

The Board of Trustees of the District Three Foundation shall be comprised of six elected Trustees who are members of District Three, Altrusa International and are elected by the membership at the District Three Conference. Special appointments may be made by the Foundation Board.

Responsibilities of the Board of Trustees are to:

1. Hold annual regular meetings immediately preceding the District Conference and at such other times as the Board may specify. Attend special meetings and participate in telephone conference meetings.
2. Supervise the affairs of the Foundation and transact its necessary business
3. Formulate and enforce policies conforming with the By-Laws governing the business of the Foundation
4. Develop and evaluate annually strategic long and short-term goals.
5. Communicate the Marketing Plan to clubs as assigned by the Chairman.
6. Actively encourage contributions to the foundation.
7. Promote the Foundation's growth and District projects by encouraging Clubs to establish a Fiscal Partnership with the Foundation to provide the clubs with a tax-exempt status for fundraising and service projects.
8. Encourage Clubs to keep their accounts active.