



Altrusa District Three Foundation, Inc. Vice Chair – Job Description

Position	Vice 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	As an Officer of the Foundation, assists the chair and participates in the administration of the Foundation.

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

1. Assume authority of the chair at any Board meeting or the Foundation portion of the District Three Conference in the absence of the Chair or in the event of the Chair's inability to act.
2. Coordinate the judging and presentation of Foundation awards for the District Three Conference.
3. Annually review the criteria for Foundation awards and grants for needed changes and make recommendation to the Trustees.
4. Oversee presentation of awards and grants at the annual Foundation meeting at Conference.