

# District Three ♦ Serving Florida, Georgia, North Carolina and South Carolina



## *Responsibilities of District Committee Chairs*

### Position Descriptions

Altrusa International, Inc.

## Responsibilities of District Committee Chairs

### General Information

District Committee Chairs are the link between the District Board of Directors and the membership. Involvement with a District is fun and rewarding as it provides the opportunity to work with many different Altrusans from Florida, Georgia, North Carolina and South Carolina.

In general, a District Committee Chair volunteers about 50-100 hours per year. The busiest times are February through April and July through September of each year.

### Information Common to Committee Chairs

- 1) Maintain contact with clubs. This may include visitations. The purpose of contacts is to share expertise and encourage club growth and development.
- 2) If called upon, assist District Three Board members with their assigned clubs,
- 3) District Committee Chairs are strongly urged to attend the District Conferences that occur during their tenure. This would be the conference following the one where the Governor who appointed them is installed and the following conference. The District Budget will provide one-half (1/2) Registration for District Committee Chairs who attend conference and full registration for those who provide a presentation in a workshop or a business session.
- 4) An orientation for new District Committee Chairs will be held at the conference where the Governor who appointed them is installed. Unfortunately, expenses for attendance at this conference must be paid by the Committee Chair or his or her club.
- 5) Carry out any assignments from the Governor or the District Three Board of Directors in a timely manner.
- 6) Provide feedback to the Governor and District Three Board of Directors on areas related to their appointment and any other areas of interest to District Three Altrusans.
- 7) District Committee Chairs should prepare a one-page written report for the mid-year District Board Meeting outlining committee activities for the preceding six months. District Committee Chairs must prepare an annual one-page report of committee activities for inclusion in the Conference registration packets for each year of their tenure.
- 8) Committee Chairs may be asked to write articles for DSB issues relating to their assignments throughout the biennium they are assigned to. Committee Chairs may also be asked to host workshops at conference.
- 9) Committee Chairs may be asked to provide information for the District Three Web Site.
- 10) Make a written report to the District Conference expressing the year's work in terms of the District's Long-Range Strategic and Action Plans, with recommendations for future action. This written report is to be placed in the Conference packet, and must be submitted to the Governor and Conference Chair by a date determined by the Governor and the Host Conference Committee.
- 11) Have fun and "rediscover the joy in Altrusa"!

## ASTRA Committee Chair

### **Responsibilities of the ASTRA Committee Chair**

- 1) Maintain regular communication (written and verbal) with the ASTRA Chair of each club that sponsors an ASTRA Club.
- 2) Initiate and maintain communication with the International ASTRA Chair.
- 3) Serve as main resource/coordinator for local clubs regarding ASTRA.
- 4) Develop plans for encouraging the growth of ASTRA clubs in the District.
- 5) Develop plans for encouraging communications between ASTRA clubs within the district.
- 6) Provide a short article (approximately 250 words) relating to some aspect of ASTRA for the District Service Bulletin as assigned by the Governor. Topics might include, but are certainly not limited to, demographics of current ASTRA clubs, service project ideas, fundraising ideas, ASTRA club President spotlight, activities/projects of District Three ASTRA clubs.
- 7) Develop an ASTRA program to be a part of District Conferences.
- 8) Ensure that in the event a sponsoring Altrusa Cub disbands, an “adoption” by a nearby club take place to assure a continuing ASTRA service project.
- 9) Play an active role in Conference Planning (refer to duties as assigned in the District Conference Manual).

## Bylaws, Resolutions and Recommendations (BRR) Committee Chair

**Note: Per the District bylaws the Bylaws, Resolutions and Recommendations Committee shall be composed of the Chair appointed by the Governor and two (2) Active members elected by the District Board of Directors.**

### **Responsibilities of the BRR Committee Chair**

- 1) Serve as main resource/coordinator for local clubs regarding issues relating to bylaw amendments, resolutions and recommendations.
- 2) Initiate and maintain communication with the international BRR Chair.
- 3) Receive proposed amendments to District bylaws, resolutions, and recommendations relating to District policies. Review and edit for presentation to the District Board of Directors and the conference delegate body. Insure that copies of all receipts are forwarded to the Governor within 10 days of receipt.
- 4) Circulate to all Clubs (by way of the DSB whenever possible) resolutions, recommendations, and proposed bylaw amendments to be considered at Conference with a short rationale prepared by the proponents thereof explaining the purpose behind such resolution, recommendation or bylaw amendment.
- 5) Insure that notice (by way of the DSB whenever possible) of proposed bylaw amendments is given at least sixty (60) days prior to the start of District Conference.
- 6) Present bylaw changes, resolutions and recommendations to the delegate body at District Conference.
- 7) Play an active role in Conference Planning (refer to duties as assigned in the District Conference Manual).

### **Responsibilities of BRR Committee Members**

- 1) Carry out assignments from the BRR committee chair.
- 2) Actively participate in all activities of the committee.
- 3) Attend District Conferences if at all possible.

## Club Revitalization Committee Chair

### **Responsibilities of the Club Revitalization Committee Chair**

- 1) Maintain regular communication (written and verbal) with under charter strength Clubs in the District.
- 2) Work with the assigned Board member on the Club Revitalization Grant application.
- 3) Review the International Club Revitalization Manual.
- 4) Serve as main resource for district wide sharing of club information on revitalization.
- 5) Notify clubs of grant application and receive and review all grant applications. Report back to the District Board on recommendations for grant awards.
- 6) Collect and disseminate information on revitalization ideas.
- 7) Provide a short article (approximately 250 words) relating to some aspect of Club Revitalization for the District Service Bulletin as assigned by the Governor.
- 8) Play an active role in Conference Planning (refer to duties as assigned in the District Conference Manual).

## Communications Committee Chair

### **Responsibilities of the Communications Committee Chair**

- 1) Maintain regular communication (written and verbal) with the Communications Chair of all local clubs in the District.
1. Initiate and maintain communication with the International Communications Chair.
2. Serve as main resource/coordinator for district wide sharing of local club information on public relations, service projects and fundraising. (For example: PR materials in use by clubs, successful community service projects, and successful fundraisers)
3. Send written request including all pertinent mailing information to all Club Presidents requesting that copies of newsletters be sent to all District Three Board Members and District Three District Committee Chairs.
4. Collect and disseminate ideas for service projects and fundraisers.
5. Provide a short article (approximately 250 words) relating to some aspect of Communications for the District Service Bulletin as assigned by the Governor. Topics might include, but are certainly not limited to, strategies for public relations / ideas for PR materials, ideas for service projects, ideas for fundraisers, spotlight on a club Service or Communications chair.
6. Play an active role in Conference Planning (refer to duties as assigned in the District Conference Manual).

## District Service Bulletin (DSB) Editor

### Responsibilities of the DSB Editor

- 1) Function as District Service Bulletin Editor for 4 issues per year. Bulletin to be prepared electronically, posted to the District website and sent via email in PDF format to International for distribution to the membership.
- 2) Coordinate, with the Governor, general topics to be featured during the year. Determine possible contributors from among officers, District Committee Chairs, and club presidents. Due to electronic format, the bulletin will try and include as much information from contributions made by the District Officers, District Committee Chairs and Club Presidents. Items that will be in each issue include: Calendar of Upcoming Events; List of New Members by Club; Club News and Spotlight two officers or consultants in each issue.
- 3) In even years, obtain, as soon as possible after mid-year Board meeting where slate has been confirmed for eligibility, a current photograph, vita and copy of nomination form for publication in the election-year Call to Conference DSB. The photograph and nomination form should be available from the Nominating Committee
- 4) Request, if necessary, current photographs of all new District Committee Chairs and Governor's appointees for inclusion in the Post-Election DSB. These photos can be submitted electronically to DSB editor.
- 5) Insure that DSBs are delivered to recipients in a timely manner. Recipients include:
  - Each club president of District Three and each designated person to distribute within each club, if such a designation is requested by the club
  - Affiliate members of District Three, coordinating alternative method of delivery if requested
  - District Officers, District Committee Chairs and Appointees
  - International Officers, International Committee Chairs and Appointees
  - International Executive Director
  - Governors and Governors-Elect of each District
- 6) Play an active role in Conference Planning (refer to duties as assigned in the District Conference Manual).

## Finance Committee Chair and Committee

**Note: According to District Bylaws, the Finance Committee is composed of the District Treasurer and two other members. The Treasurer will chair this committee and the Governor will appoint two members to serve on the committee, one being the Financial Consultant.**

### **Responsibilities of District Treasurer**

- 1) Prepare and present the annual financial report(s) to members at District Conference
- 2) Solicit input regarding the District budget from Finances committee members.
- 3) Prepare and present the proposed budget for approval by the District Board and the membership at District Conference.
- 4) Make final arrangements for auditing of the District financial records.

### **Responsibilities of Finance Committee Members**

- 1) Carry out assignments from the District Treasurer.
- 2) Develop a list of potential members for both the audit committee charged with auditing the District books annually and the audit committee charged with auditing the Annual District Conference books.
- 3) Present the audit report of the District financial records at conference.
- 4) Provide a short article (approximately 250 words) relating to some aspect of Finances for the District Service Bulletin as assigned by the Governor. Topics might include, but are certainly not limited to local club accounting, finances and foundations.
- 5) Provide District Board with Audit reports: District books annual audit prior to the pre-Conference Board meeting and District Conference books audit prior to the mid-year Board meeting."
- 6) Actively participate in all activities of the committee.
- 7) Attend District Conferences if at all possible.
- 8) Play an active role in Conference Planning (refer to duties as assigned in the District Conference Manual).



## International Foundation Liaison

### **Responsibilities of the International Foundation Liaison**

- 1) Serve as primary resource for clubs with inquiries regarding the International Foundation and promote an understanding of the Foundation and its mission.
- 2) Participate in scheduled conference calls with the International Foundation Trustees and International Foundation Administrator.
- 3) Communicate information about the International Foundation to District Officers/Chairs.
- 4) Promote Foundation programs in the District and disseminate information to Club and District counterparts.
- 5) Provide information on local/regional grants for Clubs in the District and recognize grants received within the District.
- 6) Provide information and/or direct local Clubs to applicable websites regarding local foundation organizations under the umbrella of the Altrusa International Foundation.
- 7) If possible, attend International Foundation Workshops at Convention; and meet with other District Foundation Liaisons.
- 8) Assist with International Foundation fundraiser at International Conventions.
- 9) Provide a short article (approximately 250 words) relating to some aspect of the International Foundation for the District Service Bulletin as assigned by the Governor. Topics might include, but are certainly not limited to, spotlight on International Foundation special projects, financial updates, information on applying for International Foundation grants. Once per year prepare a special report for the DSB which details any grants made to District Three clubs including information on the project for which the grant was made.
- 10) Present an International Foundation Update report at the Foundation Luncheon at District Three Conference each year.
- 11) Coordinate sharing of information at District Conference (i.e. display table, presentation, workshop) to emphasize current programs being sponsored through International Foundation.
- 12) Carry out fundraising event for the International Foundation at District Conference, i.e., Raffle (in compliance with State laws), Silent Auction.
- 13) Serve as a resource to the Club Officers, Committee Chairs and membership with respect to the Foundation programs, fundraising strategies, and planned giving.
- 14) Have knowledge that information on the International Foundation can be secured from International Foundation Board of Trustees, as well as the International Foundation Office (foundation@altrusa.org) and the Altrusa website ([www.altrusa.org](http://www.altrusa.org)).
- 15) Play an active role in Conference Planning (refer to duties as assigned in the District Conference Manual).

## Leadership Development Committee Chair

### **Responsibilities of the Leadership Development Committee Chair**

- 1) Coordinate with the District Board of Directors and Conference planning committee all aspects of the officer and committee chair session(s) held at conference each year. Develop a program theme and leadership training topics to be presented. Arrange for appropriate presenters.
- 2) Make recommendations to the Governor regarding content of any Leadership workshop held at conference each year.
- 3) Provide a short article (approximately 250 words) relating to some aspect of Leadership Training for the District Service Bulletin as assigned by the Governor. Topics might include, but are certainly not limited to, suggestions on topics related to leadership training for incorporation into club program planning, general leadership development tips and techniques, overview of workshops.
- 4) Assist with any requests for information, approved by the District Governor, from the International Leadership Development committee.
- 5) Lead the District with maintaining, updating and implementing the District and Club Strategic Plans. This includes consistency with International Strategic Plan.
- 6) Play an active role in Conference Planning (refer to duties as assigned in the District Conference Manual).

## Membership Development Committee Chair

### **Responsibilities of the Membership Development Committee Chair**

- 1) Maintain regular communication (written and verbal) with the Membership Development Chair of all local clubs in the District.
- 2) Initiate and maintain communication with the International Membership Development Chair in activities relating to club membership development.
- 3) Assist the District Three Board of Directors in developing a plan for attracting new members to Altrusa.
- 4) Assist local clubs with developing service projects and fundraising activities designed to attract new members.
- 5) Develop and implement strategies for assisting local clubs with membership development and retention. For example: the collection of examples of orientation materials in use by clubs with club permissions for sharing with other clubs, the collection and dissemination of examples of member recognition programs in use by local clubs, the collection and dissemination of successful member recruitment programs.
- 6) Provide a short article (approximately 250 words) relating to some aspect of Membership Development for the District Service Bulletin as assigned by the Governor. Topics might include, but are certainly not limited to, spotlight on clubs with significant membership gains, ideas for member recognition, ideas for member recruitment, ideas for new member orientations and existing member re-orientations. At least once per year prepare a special report for the DSB which details District membership trends.
- 7) Initiate communication with District Treasurer to receive, review and follow up on monthly membership reports.
- 8) Play an active role in Conference Planning (refer to duties as assigned in the District Conference Manual).

## New Club Building Committee Chair

### **Responsibilities of the New Club Building Committee Chair**

- 1) Serve as coordinator for all on-going extension efforts. Assist host clubs with their extension activities as requested.
- 2) Initiate and maintain communication with International.
- 3) Establish and maintain regular communication (written and verbal) with all newly established clubs during their first year after charter.
- 4) Analyze the characteristics of successful extensions and make recommendations for new clubs in locations meeting the demographics most aligned with success.
- 5) Provide a short article (approximately 250 words) relating to some aspect of New Club Building for the District Service Bulletin as assigned by the Governor.
- 6) Present the District Extension Award at District Conference each year.
- 7) Play an active role in Conference Planning (refer to duties as assigned in the District Conference Manual).

## Program Coordinator

### **Responsibilities of the Program Coordinator**

- 1) Board: Attend the Pre- and Post-Conference Board Meeting and other Board Meetings as requested by the Governor
- 2) By-laws, Policies and Procedures: To become familiar with the following:
  - a. By-laws
  - b. Parliamentary Procedures
  - c. The responsibilities of all District Committees
  - d. The District Policies and Procedures
  - e. District Conference Manual
- 3) District: To know the District, study its geography and locations of clubs. Gain knowledge of the clubs (service projects, membership trends and program meetings) by reading recent club newsletters and Annual reports.
- 4) Expenses: To submit reimbursement forms promptly for expenses covered in the District Policies.
- 5) District Three DSB: To contribute articles as assigned by the Governor, especially the Call to Conference issue.
- 6) Pre-Conference Responsibilities:
  - a. Work with the Governor and Board to recommend conference sites and hotel recommendations.
  - b. With the Governor and Board, determine the workshops to be offered and number of rooms needed at any one time (this is usually done at the Mid-Year Board Meeting).
  - c. If possible, meet with the Conference Committee and Governor at the Conference site to determine meeting and workshop room assignments. This can be done anytime everyone is available. Due to distance traveled, the Governor and/or Conference Committee could determine without the Program Coordinator. If that happens, they should send the Program Coordinator a meeting room floor plan and assignments for inclusion in the Conference Program.
  - d. Work with the Governor, Board and Conference Committee to prepare a Conference Budget.
  - e. Work with the Governor and Conference Committee to develop the content of the conference program.
  - f. Work with the Board and Conference Committee to develop registration form and include in the Winter DSB.
  - g. Write reminder article for the Spring DSB.
  - h. Request any special audio/video equipment needed for workshops.
  - i. Write Annual Report for inclusion in the Conference Program.
  - j. Develop Conference Evaluation Form to be included in Conference packet.
- 7) Post-Conference Responsibilities
  - a. Write conference articles for the DSB as assigned by the Governor (summary of conference, success stories, etc.).
  - b. To oversee that the standardized survey forms for each of the sessions are tallied and presented to the Governor at the end of the conference.
  - c. Send summary of Conference evaluations to District Board.
- 8) Other Duties – As assigned by Governor

## Service Program Development Committee Chair

### **Responsibilities of the Service Program Development Committee Chair**

- 1) Maintain regular communication (written and verbal) with the Service Chair of all local clubs in the district.
- 2) Serve as main resource/coordinator for local clubs regarding service projects.
- 3) Disseminate International Service Project Committee information.
- 4) Develop and implement strategies for assisting local clubs with service projects.  
For example: examples of successful community service projects.
- 5) Collect and disseminate ideas for service projects. Includes providing updates for District web site, with related links, ideas for service projects or ideas for funding service projects.
- 6) Assist with or prepare Conference workshop and materials.
- 7) Provide a short article (approximately 250 words) relating to some aspect of Service for the District Service Bulletin as assigned by the Governor. Topics might include, but are certainly not limited to ideas for service projects or funding for service projects, or a spotlight on a club Service chair.
- 8) Other duties as needed to assist the District Governor.
- 9) Play an active role in Conference Planning (refer to duties as assigned in the District Conference Manual).

## Webmaster

**Note:** The District Three website is hosted by [www.onlinemalls.com](http://www.onlinemalls.com). Both the website and the membership roster are stored on the Webmaster's local PC as well as the required supporting software programs. Changes are made to the Webmaster's local PC for either the website or the roster. Once the changes are complete, the website is "published" to the District three website.

### Responsibilities of the Webmaster

#### Maintain the District Three Website

- 1) Oversee payment for annual website fee.
- 2) Perform updates to the website several times a month.
- 3) Develop and write content to include presenting information in new ways or include new types of information that would be useful to District Altrusans.
- 4) Assist the Governor and membership by providing suggestions on how to present their ideas on the website.
- 5) Receive information from District Officers, Committee Chairs, etc. and post it on the website in an accessible manner.
- 6) Provide standardized content to the website to include the District Service Bulletin (current and past issues), publications of both the District and District Foundation, links to District Three club websites, links to International website, the Governor's letter to the clubs, news about District Three Altrusans, and information useful to the clubs and members.
- 7) Play an active role in Conference Planning (refer to duties as assigned in the District Conference Manual).