



Altrusa District Three Foundation, Inc.

JOB DESCRIPTIONS

September 2026



Trustee – Job Description

Position	TRUSTEE
Elected	Elected by the members of Altrusa District Three at the annual meeting of the Foundation.
Term of Office	A trustee is appointed to a two-year term and may serve up to three consecutive two-year terms, for a total of six years. After serving three consecutive terms, the trustee must sit out one two-year term before being eligible for reappointment.
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 Altrusa International District Three, Inc. 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 electronic board and committee 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 Chair.
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.



Treasurer – Job Description

Position	TREASURER
Elected	Elected by the members of Altrusa District Three at the annual meeting of the Foundation.
Term of Office	A trustee is appointed to a two-year term and may serve up to three consecutive two-year terms, for a total of six years. After serving three consecutive terms, the trustee must sit out one two-year term before being eligible for reappointment.
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 an Officer of the Foundation Board, to assist the Chair, and participates in the administration of the Foundation exercises special fiduciary responsibility for financial affairs of the Foundation.

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

1. Know current Foundation financial policies and procedures.
2. Receive all contributions, awards, bequests, and other gifts.
3. Receive a duplicate copy of all mail and/or email approving or disapproving individual club endowments and grant requests, etc.
4. Keep an accurate record of all receipts, disbursements, accounts payable, and accounts receivable. Prepare and send reports as follows:
 - a. An annual financial report for all members at the annual meeting of the Foundation
 - b. A balance sheet and profit and loss statement at each meeting of the Foundation Board and at fiscal-year end.
 - c. A quarterly statement to each Club with funds in the Foundation or upon request from the Club.
5. Deposit all funds in a bank or other financial institution approved by the Board of Trustees in an account in the name of Altrusa District Three Foundation, Inc. no later than five days of receipt.
6. Work with Financial Advisor to maintain a balanced Investment portfolio.
7. Mail or electronically send IRS and thank you letter to each donor after receipt of donation or by end of calendar year. Maintain information with name, address, date, and nature of contribution, with calendar year cumulative totals.
8. Compile an annual list of donors by category and forward to the District Service Bulletin editor for inclusion in a DSB issue.

9. The Treasurer will meet with the appointed Financial Review Committee chair bi-annually.
10. Transition all financial records to a new treasurer within thirty days after election of a new treasurer.
11. Treasurer to keep all financially related forms and documents updated on the Foundation Website page. Send all updated documents to the webmaster for posting. This includes but not limited to, Financial Reports, Contribution Form, Nominating Form, Donors by Category List, Check Request and yearly updated Audit Report.



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, 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
9. Assign a committee to review Foundation Documents at least each Biennium for updates, edits and changes. Documents to include: Bylaws, Policies, Job Descriptions and the 5-Year Strategic Plan.
10. After each election and/or change of Chair, Awards Trustee and Grants Trustee, the International Office must be contacted to change and assign the new name and personal email address for each position.



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.



Secretary – Job Description

Position	SECRETARY
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, makes and maintains an official record of what is done by the Foundation at meetings of the Board and at the annual meeting of the members, and provides assistance to the chair as needed.

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

1. Attend all Board meetings and District Conference and prepare and distribute to the Board of Trustees minutes of Board meetings and that part of the Conference devoted to the Foundation.
2. Ensure the Foundation Page information that is a part of the District Three website stays current and send all updated information to the webmaster. This includes but not limited to updated Board of Trustees members, photos and information, all contact information, updated documents, Awards Grid and yearly Award Winners.



Governor-Elect Liaison – Job Description

Position	GOVERNOR-ELECT LIAISON
Appointed	By the District Three Governor
Term of Office	Two years.
Role	Serves as the liaison between the District Three Board and the Altrusa District Three Foundation. This is a non-voting role on the Foundation Board.

The Governor-Elect Liaison is responsible for:

1. Report on Foundation activities at each District Board meeting
2. Attend Foundation Board meetings and participate
3. Serve as Chair of the Foundation Nominating Committee. Recruit Altrusans willing to serve per the Foundation policies on eligibility to be on the Nominating Committee.