

Position**District Service Chair**

Appointment	Appointed by the Governor Elect with approval of the District Board of Directors.
Term of Office	Two Years.
Role	<ul style="list-style-type: none">- To act as Chair of the District Service Committee- To liaise with the International Service Chair.- To liaise with the Governor, District Programme Co-ordinator in planning ways to achieve the District Goals for the biennium.- To regularly communicate with all Club Service Chairs and encourage them to enter their projects in the Mamie L Bass and Letha H Brown Awards.- To work with District Board Officers on plans for under Charter Clubs in regard to reviewing and encouraging Service Activities with the goal to stimulate and maintain membership in those clubs. <p><i>For other responsibilities see below</i></p>
Policies and By-laws etc.	<ul style="list-style-type: none">- Be familiar with all District Policies and Procedures- Be familiar with the International Resource Guide re the role of the Club Service Committee- Be familiar with the 2011-2013 Service Manual.- Be familiar with the International Strategic Plan, the District Strategic Plan and biennium goals.- Be familiar with the entry criteria for the Mamie L Bass, Service Award, Letha H Brown Literacy Award
Conference	<ul style="list-style-type: none">- To attend the annual District Conference – if able- To attend pre conference Chairs meeting at the request of the Governor (<i>usually occurs Friday morning</i>)- To present/assist with a Conference Workshop if requested by Programme Co-ordinator.- To assist with President Elect Training if requested and able to attend.
District Service Project	<ul style="list-style-type: none">- Assist the Board Member responsible for its organisation, and encourage all Clubs to take part <i>and to liaise with International Relations Chair in regard to International Service Projects.</i>
IFF Days	<ul style="list-style-type: none">- If able - to present/ assist with a workshop at your area IFF Day at the request of the District Board member assigned to your area.
Communication with Clubs	<ul style="list-style-type: none">- Keep up regular communication with the Club Service Chair /Club President, and answer any queries they may have re service/literacy projects.
DSB	<ul style="list-style-type: none">- Submit regular articles to the DSB by due date
Reports	<ul style="list-style-type: none">- Submit a six monthly report prior to the Mid Year Board Meeting and a annual report to be included in the District Conference Programme. <i>Due date will be advised by the District Programme co-ordinator.</i>

District Awards	- Organise the judging of the Mamie L Bass Service Award in consultation with the District Governor.
Records	- Maintain a record of all pertinent material to this position during the term of office, to act as a guide to a successor, or for inclusion in the archives
Expenses	- Claim any expenses as allowed under District Policies.
Service Goals for 2017 -2019	- <i>75% of clubs to participate by entering at least one project into the service awards.</i> - <i>75% of clubs to participate in Make a Difference Day</i>