

Position	District Communication 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"> - Act as the Chair of the District Communication Programme Committee (includes Website Co-ordinator, DSB Editor and DSB Reporter). - To liaise with the International Communication Chair. - To liaise with the Governor and District Board representative in planning ways to achieve the District Goals for the biennium. - To regularly communicate with all Club Communication Chairs and encourage them to submit items for local newspapers, social media, District, and International Communications (i.e. websites and newsletters). This includes encouragement and support to enter District Competitions relating to communications. - Act as an administrator for the District Facebook page. - Review District Fifteens social media platforms, along with other District Programme Committee Chairs, to ensure our material is relevant, up-to-date, and effectively markets Altrusa. - To liaise with the District Website Co-ordinator to update our District Website. <p><i>For other responsibilities see below</i></p>
Policies and Bylaws etc.	<ul style="list-style-type: none"> - Be familiar with all District Policies and Procedures. - Be familiar with the International Strategic Plan, the District Strategic Plan and biennium goals.
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 (usually occurs Friday morning). - To attend Governor quarterly Programme Committee meetings. - To develop and present/assist with a Conference Workshop if requested by the Governor.
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 Communications Chair /Club President and answer any queries they may have re communication issues. - Supply Clubs with any relevant training material they may request. - Conduct a review of Communications resources on the District Fifteen website and liaise with Website Co-ordinator to update the information.
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 on behalf of the Communications Committee prior to the Mid-Year Board Meeting and an annual report to be included in the District Conference Programme. Due date will be advised by your Board representative.

District Directory	- Compile a District Directory in consultation with the Governor, immediately following club elections which is to be distributed within 6 weeks after conference to District Board, District Chairs, Club Presidents, Past District Governors, Affiliate members, International Office and International Officers and such Altrusa members as determined by the Governor.
District Awards	- You may be asked at the request of the Governor to select judges and co-ordinate judging for a District Award.
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.