

Position	District Membership 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 the Chair of the Membership Programme Committee. - To liaise with the International Membership Chair. - To liaise with the Governor, District Board representative and your committee support to plan ways to achieve the District Goals for the biennium. - To liaise with new membership related Chairs, if formed by the District Board. New Club Building and Revitalisation Chairs assisting with any membership matters including planning ways to achieve the District Goals for the biennium. - To regularly communicate with all Club Membership Chairs and promote the recruitment and retention of members. - To promote the role of the member sponsor. <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 Encyclopaedia re the role of the Club Membership Committee. - 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 preconference Chairs meeting at the request of the Governor (usually occurs Friday morning). - To present/assist with a Conference Workshop if requested by the Governor. - To assist with President Elect Training if requested and able to attend.
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"> - Maintain regular communication with all Club Membership Chair's /Club President's, particularly under charter clubs, and answer any queries re membership. - (Optional) Write to each new member as advised by the District Treasurer, welcoming them to Altrusa and District Fifteen.
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 an annual report to be included in the District Conference Programme. Due date will be advised by your District Board representative.
District Awards	<ul style="list-style-type: none"> - You may be required at the request of the Governor to select judges and co-ordinate judging for a District Award.
Records	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - Claim any expenses as allowed under District Policies.