

<b>Position</b>	District Service Bulletin Editor
Appointment	Appointed by the Governor Elect with approval of the District Board of Directors.
Term of Office	Two Years.
Role	- To work with the Governor, District Board and Programme Chairs to promote the sharing of information throughout the District.
Communication	- Liaise with the Governor, Board Representative to the Communication Committee and the District Communication Chair.
Number of DSBs	- Four issues of the District Service Bulletin (DSB) to be published annually.
Dates of publication	- Dates of publication will be the first day of June (Post Conference), September, December, and March (Call to Conference).
Closing date for articles	- This date should be advised to all Clubs in the previous DSB and in the Governor’s newsletter.
Content	Content should comprise of the following and be succinct and relevant: - <ul style="list-style-type: none"> <li>- Article from the District Governor.</li> <li>- Articles from District Board members and District Programme Committee Chairs.</li> <li>- Articles promoting ideas, projects, service and happenings of Clubs and members.</li> <li>- Acknowledging accomplishments of Clubs and members.</li> <li>- Information on International up-dates, Conference plans and IFF Days.</li> <li>- Acknowledgement of new members and their sponsors as forwarded by the District Treasurer.</li> </ul>
Delivery-Email	- The DSB, once approved by the Governor for distribution, should be emailed to the International Office for distribution to Altrusa District Fifteen members, and International Officers/Chairs. - The DSB, should be submitted to the District Website co-ordinator for inclusion on the District Website.
Reports	- Submit information to the District Communications chair for a six-monthly report prior to the Mid-Year Board Meeting and an annual report to be included in the District Conference Programme.
Archiving	- Retain a set of each DSB for the biennium, for inclusion in the archives.
Record of duties	- Maintain a record of duties performed during term of office to act as a guide to a successor.
Expenses	- Claim any expenses as allowed under District Policies.