

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 Service Programme Committee (ASTRA and Foundation). - To liaise with the International Service 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 Service Chairs and encourage them to enter their projects in the Mamie L Bass and Letha H Brown and Dr Nina Fay Calhoun Awards. - Act as District Liaison for any International Projects. <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 Service Committee. - 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 and encourage clubs to make submissions.
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. - 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.
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. - Review of Services resources on District Fifteen website and liaise with District Communications Chair for update of materials.
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 Service Programme Committee 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 your District Board representative.
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.