

Position **District Foundation Chair**

Appointment Appointed by the Governor Elect with approval of the District Board of Directors

Term of Office Two Years

Role To promote understanding of the International Foundation and its mission; to be a communication link between the International Foundation Board, the District and the Clubs in the District, in order to promote the Foundation and Its programs.

- ❖ To encourage contributions to the Altrusa Foundation from Clubs and individuals in District Fifteen particularly for District Conference Raffle.
- ❖ Encourage Clubs to apply for grants when are applicable to their projects.
- ❖ Promote Club 21 and Lamplighter Programmes in District Fifteen
- ❖ Promote other Foundation programmes and serve as a resource to District Board, Club Officers and Club Members.

For other responsibilities see below

Policies and * Be familiar with all District Policies and Procedures

By-Laws * Be familiar with the management and functions of the Altrusa Foundation, refer to Encyclopaedia, be familiar with the Foundation Grant application forms and closing dates of application.

* Be familiar with the International Strategic Plan, The District Strategic Plan and Biennium goals.

Conference * To attend District Conference - if able.

* To organise The District Fifteen Foundation Raffle. If unable to attend To liaison with Conference Convenor.

*Utilise assistance from Altrusans from appropriate area.

*To promote this event amongst Clubs, requesting donations.

*To attend pre–Conference Chairs meetings at the request of The Governor (will be noted in programme).

*To present Foundation workshop in consultation with The Governor.

Options maybe Online or Face to Face.

*To assist with President Elect Training if requested and able to attend.

- IFF Days** *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.
- DSB** * Submit regular articles to the DSB by due date.
- Reports** * 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 the District Programme co-ordinator.
- Lamplighters** *Maintain a record of all Lamplighters in District Fifteen
- 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 Pollicise.