

Position**ASTRA 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 liaise with the International ASTRA Chair via Email. - To liaise with the Governor, District Programme Co-ordinator in planning ways to achieve the District Goals for the biennium. - To Liaise with Clubs on the possible organisation of an ASTRA Club in their community - To liaise with Altrusa Club ASTRA Committees and offer any help and or advice if required, <i>confirm understanding of Sponsorship responsibilities</i> <p><i>For other responsibilities see below</i></p>
Policies and By-laws etc.	<ul style="list-style-type: none"> - Be familiar with all District Policies and Procedures - Be familiar with the International Encyclopaedia re ASTRA Clubs and International Bylaws and Policies, Policy 4. - 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 (this will be identified in the programme.) - To present/assist with a Conference Workshop if requested by Programme Co-ordinator. - 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"> - Keep up regular communication with the Club ASTRA Chair /Club President, and answer any queries they may have re ASTRA, encourage ASTRA Mentors to communicate with each other. - Encourage ASTRA Clubs to use Social Media
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 a annual report to be included in the District Conference Programme. <i>Due date will be advised by the District Programme co-ordinator.</i>
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.
ASTRA Goals 2017/19	<ul style="list-style-type: none"> - <i>Increase the membership in ASTRA clubs.</i> - Increase the number of ASTRA clubs in District Fifteen by one during the biennium.