

**Position****District Communication 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"><li>- Act as the Chair of the District Communication Programme Committee (includes Website Co-ordinator, DSB Editor and Reporter and Media Liaison.)</li><li>- To liaise with the International Communication Chair.</li><li>- To liaise with the Governor, District Programme Co-ordinator in planning ways to achieve the District Goals for the biennium.</li><li>- To regularly communicate with all Club Communication Chairs and encourage them to enter their newsletters and yearbooks into the District Competitions.</li></ul> <p><i>For other responsibilities see below</i></p>
Policies and By-laws etc.	<ul style="list-style-type: none"><li>- Be familiar with all District Policies and Procedures</li><li>- Be familiar with the Altrusa International Resource Guide</li><li>- Be familiar with the International Strategic Plan, the District Strategic Plan and biennium goals.</li></ul>
Conference	<ul style="list-style-type: none"><li>- To attend the annual District Conference – if able</li><li>- To attend pre conference Chairs meeting at the request of the Governor (<i>will be identified in Programme</i>)</li><li>- To present/assist with a Conference Workshop if requested by Programme Co-ordinator.</li><li>- To assist with President Elect Training if requested and able to attend.</li></ul>
District Service Project	<ul style="list-style-type: none"><li>- Assist if requested by the Board Member responsible for its organisation, and encourage all Clubs to take part.</li></ul>
IFF Days	<ul style="list-style-type: none"><li>- 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.</li></ul>
Communication with Clubs	<ul style="list-style-type: none"><li>- Keep up regular communication with the Club Communications Chair /Club President, and answer any queries they may have re communication issues.</li></ul>
DSB	<ul style="list-style-type: none"><li>- Submit regular articles to the DSB by due date</li></ul>
Reports	<ul style="list-style-type: none"><li>- 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></li></ul>

District Directory - Compile a District Directory in consultation with the Governor, immediately following club elections which is to be distributed within 6 weeks after conference to District Board, District Chairs, Club Presidents, Past District Governors, Affiliate members, International Office and International Officers and such Altrusa members as determined by the Governor.

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District Awards - Organise the judging of the Best Club Newsletter competition in consultation with the District Governor.

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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

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Expenses - Claim any expenses as allowed under District Policies.

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**Communication Goals for 2017/19**

- *Publish all district forms and resource materials on the District Website and allow for sharing of club materials*
- *Have all clubs contribute at least twice to the District Service Bulletin and District website.*
- To encourage and support clubs to use Social Media methods of communication.

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