

Position

District Foundation 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 International Foundation.- To keep District Fifteen membership informed on all matters concerning Altrusa International Foundation.- To encourage contributions to the Altrusa Foundation from Clubs and individuals in District Fifteen particularly for District Conference Raffle.- <i>To encourage Clubs to apply for grants when applicable to their projects.</i>- <i>*Promote Club 21 and Lamplighter programme in District Fifteen.</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 management and functions of the Altrusa Foundation refer to Encyclopaedia, be familiar with the Foundation Grant application forms and closing dates for application.- 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 organise the District Fifteen Foundation Raffle at Conference. Promote this event amongst clubs requesting articles and in consultation with the Governor. Seek assistance from a club in running this event.- To attend pre conference Chairs meeting at the request of the Governor (will be noted in 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 Presidents, re Foundation issues.
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>

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 Policies.
<i>Foundation Goals for 2017-2019</i>	- 100% of clubs to contribute to International Foundation