

**Position****International Relations 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>- To liaise with the International Service 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 Service Chairs and encourage them to enter their projects in the Dr Nina Fay Calhoun International Relations Award</li><li>- Encourage clubs to establish strong Sister Club Relationships</li><li>- Act as District Liaison for any International Projects</li></ul> <i>For other responsibilities see below</i>
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 International Resource Guide re the role of the Club Service Committee</li><li>- Be familiar with the International Strategic Plan, the District Strategic Plan and biennium goals. Be familiar with the entry criteria for the Dr Nina Fay Calhoun International Relations Award.</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 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>
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	<ul style="list-style-type: none"><li>- Keep up regular communication with the Club Service Chair /Club President, and answer any queries they may have re international service projects.</li><li>- Act as district liaison with any international service projects</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 Awards	<ul style="list-style-type: none"><li>- Organise the judging of the Dr Nina Fay Calhoun International Relations Award in consultation with the District Governor.</li></ul>
Records	<ul style="list-style-type: none"><li>- 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</li></ul>

Expenses

- Claim any expenses as allowed under District Policies.
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Service Goals for  
2017/19

- *Encourage all clubs to do at least one International project in each year*
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