

Position**District Membership /Revitalisation 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 Act as the Chair of the Membership /Revitalisation Committee- To liaise with the International Membership Chair via email.- To liaise with the Governor, District Programme Co-ordinator and <i>District Officers</i> in planning ways to achieve the District Goals for the biennium.- <i>To liaise with District Officers to identify clubs under charter, work with the Governor to formulate plan to develop revitalisation plans and encourage application for revitalisation grants.</i>- To regularly communicate with all Club Membership Chairs and promote the recruitment and retention of members.- To promote the role and responsibilities of the member sponsor.- <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 Altrusa International Resource Guide- Be familiar with the Guide for Club Membership Committees- 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 (<i>usually occurs Friday morning</i>)- 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 Membership Chair /Club President, and answer any queries re membership.- (Optional) Write <i>/email</i> each new member as advised by the District Treasurer, welcoming them to Altrusa and District Fifteen.- <i>Keep in contact with under charter clubs, encouraging and supporting growth activities.</i>

DSB	<ul style="list-style-type: none"> - Submit regular articles to the DSB by due date - <i>Read DSB to keep updated on Clubs in relation to new members and club activities and new member profiles.</i>
Reports	<ul style="list-style-type: none"> - Submit a six monthly report prior to the Mid Year Board Meeting and an annual report to be included in the District Conference Programme. <i>Due date will be advised by the District Programme co-ordinator.</i>
District Awards	<ul style="list-style-type: none"> - Organise the judging of the Best Club Yearbook Award in consultation with the District Governor.
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.
Membership /Revitalisation Goals for 2017/19	<ul style="list-style-type: none"> - Each club to increase membership by 20% over the biennium - At least 4 under Charter Strength Clubs regain Charter Strength by end of biennium.