



District Three ♦ Serving Florida, Georgia, North Carolina and South Carolina

Responsibilities of District Consultants



Position Descriptions



Responsibilities of District Consultants

General Information

District Consultants are the link between the District Board of Directors and the membership. Involvement with a District is fun and rewarding as it provides the opportunity to work with many different Altrusans from Florida, Georgia, North Carolina and South Carolina.

In general, a District Consultant volunteers about 50-100 hours per year. The busiest times are February through April and July through September of each year.

Information Common to Consultants

- 1) Maintain contact with clubs. This may include visitations. The purpose of contacts is to share expertise and encourage club growth and development.
- 2) If called upon, assist District Three Board members with their assigned clubs,
- 3) District Consultants are strongly urged to attend the District Conferences that occur during their tenure. This would be the conference following the one where the Governor who appointed them is installed and the following conference. Basic conference registration fees for District Consultants are paid by the conference for these two years.
- 4) An orientation for new District Consultants will be held at the conference where the Governor who appointed them is installed. Unfortunately, expenses for attendance at this conference must be paid by the Consultant or her club.
- 5) Carry out any assignments from the Governor or the District Three Board of Directors in a timely manner.
- 6) Provide feedback to the Governor and District Three Board of Directors on areas related to their appointment and any other areas of interest to District Three Altrusans.
- 7) District Consultants should prepare a one-page written report for the mid-year District Board Meeting outlining consultant activities for the preceding six months. District Consultants must prepare an annual one-page report of consultant activities for inclusion in the Conference registration packets for each year of their tenure.
- 8) Consultants may be asked to write articles for DSB issues relating to their assignments throughout the biennium they are assigned to. Consultants may also be asked to host workshops at conference.
- 9) Consultants may be asked to provide information for their own consultant web page on the District Three Web Site.
- 10) Make a written report to the District Conference expressing the year's work in terms of the District's Long-Range Strategic and Action Plans, with recommendations for future action. This written report is to be placed in the Conference packet, and must be submitted to the Governor and Conference Chair by a date determined by the Governor and the Host Conference Committee.



District Three, Altrusa International, Inc.

11) Have fun and “rediscover the joy in Altrusa”!



ASTRA Consultant

Responsibilities of the Astra Consultant

- 1) Maintain regular communication (written and verbal) with the ASTRA Chair of each club that sponsors an ASTRA Club.
- 2) Initiate and maintain communication with the international ASTRA Chair.
- 3) Serve as main resource/coordinator for local clubs regarding ASTRA.
- 4) Develop plans for encouraging the growth of ASTRA clubs in the District.
- 5) Develop plans for encouraging communications between ASTRA clubs within the district.
- 6) Provide a short article (approximately 250 words) relating to some aspect of ASTRA for each District Service Bulletin (4 times a year.) Topics might include, but are certainly not limited to, demographics of current ASTRA clubs, service project ideas, fundraising ideas, ASTRA club President spotlight, activities/projects of District Three ASTRA clubs.
- 7) Develop an ASTRA program to be a part of District Conferences.
- 8) Ensure that in the event a sponsoring Altrusa Cub disbands, an "adoption" by a nearby club take place to assure a continuing ASTRA service project.



Bylaws, Resolutions and Recommendations (BRR) Consultant

Note: Per the District bylaws the Bylaws, Resolutions and Recommendations Committee shall be composed of the Chair (Consultant) appointed by the Governor and two (2) Active members elected by the District Board of Directors.

Responsibilities of the BRR Consultant

- 1) Serve as main resource/coordinator for local clubs regarding issues relating to bylaw amendments, resolutions and recommendations.
- 2) Initiate and maintain communication with the international BRR Chair.
- 3) Receive proposed amendments to District bylaws, resolutions, and recommendations relating to District policies. Review and edit for presentation to the District Board of Directors and the conference delegate body. Insure that copies of all receipts are forwarded to the Governor within 10 days of receipt.
- 4) Circulate to all Clubs (by way of the DSB whenever possible) resolutions, recommendations, and proposed bylaw amendments to be considered at Conference with a short rationale prepared by the proponents thereof explaining the purpose behind such resolution, recommendation or bylaw amendment.
- 5) Insure that notice (by way of the DSB whenever possible) of proposed bylaw amendments is given at least sixty (60) days prior to the start of District Conference.
- 6) Present bylaw changes, resolutions and recommendations to the delegate body at District Conference.

Responsibilities of BRR Committee Members

- 1) Carry out assignments from the BRR consultant.
- 2) Actively participate in all activities of the committee.
- 3) Attend District Conferences if at all possible.



Communications Consultant

Responsibilities of the Communications Consultant

- 1) Maintain regular communication (written and verbal) with the Service Chair and Communications Chair of all local clubs in the District.
- 2) Initiate and maintain communication with the International Communications Chair.
- 3) Serve as main resource/coordinator for district wide sharing of local club information on public relations, service projects and fundraising. (For example: PR materials in use by clubs, successful community service projects, and successful fundraisers)
- 4) Send written request including all pertinent mailing information to all Club Presidents requesting that copies of newsletters be sent to all District Three Board Members and District Three District Consultants.
- 5) Collect and disseminate ideas for service projects and fundraisers.
- 6) Provide a short article (approximately 250 words) relating to some aspect of Communications for each District Service Bulletin (4 times a year.) Topics might include, but are certainly not limited to, strategies for public relations / ideas for PR materials, ideas for service projects, ideas for fundraisers, spotlight on a club Service or Communications chair.
- 7) Receive Newsletter Award, and Todd Jordan Yearbook Award applications annually. Appoint 3 Altrusans or other outstanding local citizens to serve as judges for the awards. Provide names of judges to Governor. Present the awards at District Conference each year.



District Service Bulletin (DSB) Editor

Responsibilities of the DSB Editor

- 1) Function as District Service Bulletin Editor for 4 issues per year. Bulletin to be prepared electronically and sent via email in PDF format. Bulletin to also be posted on District Three Website.
- 2) Coordinate, with the Governor, general topics to be featured during the year. Determine possible contributors from among officers, District Consultants, and club presidents. Due to electronic format, the bulletin will try and include as much information from contributions made by the District Officers, District Consultants and Club Presidents. Items that will be in each issue include: Calendar of Upcoming Events; List of New Members by Club; Club News and Spotlight two officers or consultants in each issue.
- 3) In even years, obtain, as soon as possible after mid-year Board meeting where slate has been confirmed for eligibility, a current photograph, vita and copy of nomination form for publication in the election-year Call to Conference DSB. The photograph and nomination form should be available from the Nominating Committee
- 4) Request, if necessary, current photographs of all new District Consultants and Governor's appointees for inclusion in the Post-Election DSB. These photos can be submitted electronically to DSB editor.
- 5) Insure that DSBs are delivered to recipients in a timely manner. Recipients include:
 - Each club president of District Three and each designated person to distribute within each club, if such a designation is requested by the club
 - Affiliate members of District Three, coordinating alternative method of delivery if requested
 - District Officers, District Consultants and Appointees
 - International Officers, International Committee Chairs and Appointees
 - International Executive Director
 - Governors and Governors-Elect of each District



Finance Consultant and Committee

Note: According to District Bylaws, the Finance Committee is composed of the District Treasurer and two other members. The Treasurer will chair this committee and the Governor will appoint two members to serve on the committee, one being the Financial Consultant.

Responsibilities of District Treasurer

- 1) Prepare and present the annual financial report(s) to members at District Conference
- 2) Solicit input regarding the District budget from Finances committee members.
- 3) Prepare and present the proposed budget for approval by the District Board and the membership at District Conference.
- 4) Make final arrangements for auditing of the District financial records.

Responsibilities of Finance Committee Members

- 1) Carry out assignments from the District Treasurer.
- 2) Develop a list of potential members for the audit committee charged with auditing the District books annually.
- 3) Present the audit report of the District financial records at conference.
- 4) Provide a short article (approximately 250 words) relating to some aspect of Finances for each District Service Bulletin (4 times a year). Topics might include, but are certainly not limited to local club accounting, finances and foundations.
- 5) Actively participate in all activities of the committee.
- 6) Attend District Conferences if at all possible.



International Foundation Liaison

Responsibilities of the International Foundation Liaison

- 1) Serve as primary resource for clubs with inquiries regarding the International Foundation.
- 2) Provide a short article (approximately 250 words) relating to some aspect of the International Foundation for each District Service Bulletin (at least 2 times a year.) Topics might include, but are certainly not limited to, spotlight on International Foundation special projects, financial updates, information on applying for International Foundation grants. Once per year prepare a special report for the DSB which details any awards made to District Three clubs including information on the project for which the award was made.
- 3) Present an International Foundation Update report at the Foundation Luncheon at District Three Conference each year.
- 4) Coordinate sharing of information at District Conference (i.e. display table, presentation, workshop) to emphasize current programs being sponsored through International Foundation.



Leadership Development Consultant

Responsibilities of the Leadership Development Consultant

- 1) Coordinate with the District Board of Directors and Conference planning committee all aspects of the officer and committee chair session(s) held at conference each year. Develop a program theme and leadership training topics to be presented. Arrange for appropriate presenters.
- 2) Make recommendations to the Governor regarding content of the Leadership Breakfast held at conference each year.
- 3) Provide a short article (approximately 250 words) relating to some aspect of Leadership Training for each District Service Bulletin (4 times a year.) Topics might include, but are certainly not limited to, suggestions on topics related to leadership training for incorporation into club program planning, general leadership development tips and techniques, overview of regional workshops.
- 4) Assist with any requests for information, approved by the District Governor, from the International Leadership Development committee.
- 5) Lead the District with maintaining, updating and implementing the District Strategic Plan. This includes consistency with International Strategic Plan.



Membership Development Consultant

Responsibilities of the Membership Development Consultant

- 1) Maintain regular communication (written and verbal) with the Membership Development Chair of all local clubs in the District.
- 2) Initiate and maintain communication with the International Membership Development Chair in activities relating to club membership development.
- 3) Assist the District Three Board of Directors in developing a plan for attracting new members to Altrusa.
- 4) Assist local clubs with developing service projects and fundraising activities designed to attract new members.
- 5) Develop and implement strategies for assisting local clubs with membership development and retention. For example: the collection of examples of orientation materials in use by clubs with club permissions for sharing with other clubs, the collection and dissemination of examples of member recognition programs in use by local clubs, the collection and dissemination of successful member recruitment programs.
- 6) Provide a short article (approximately 250 words) relating to some aspect of Membership Development for each District Service Bulletin (4 times a year). Topics might include, but are certainly not limited to, spotlight on clubs with significant membership gains, ideas for member recognition, ideas for member recruitment, ideas for new member orientations and existing member re-orientations. At least once per year prepare a special report for the DSB which details District membership trends.
- 7) Initiate communication with District Treasurer to receive, review and follow up on monthly membership reports.



New Club Building Consultant

Responsibilities of the New Club Building Consultant

- 1) Serve as coordinator for all on-going extension efforts. Assist host clubs with their extension activities as requested.
- 2) Initiate and maintain communication with International.
- 3) Establish and maintain regular communication (written and verbal) with all newly established clubs during their first year after charter.
- 4) Analyze the characteristics of successful extensions and make recommendations for new clubs in locations meeting the demographics most aligned with success.
- 5) Present the District Extension Award at District Conference each year.



Service Program Development Consultant

Responsibilities of the Service Program Development Consultant

- 1) Maintain regular communication (written and verbal) with the Service Chair of all local clubs in the district.
- 2) Serve as main resource/coordinator for local clubs regarding service projects.
- 3) Disseminate International Service Project Committee information.
- 4) Develop and implement strategies for assisting local clubs with service projects. For example: examples of successful community service projects.
- 5) Collect and disseminate ideas for service projects. Includes providing updates for District web site, with related links, ideas for service projects or ideas for funding service projects.
- 6) Assist with or prepare Conference workshop and materials.
- 7) Provide a short article (approximately 250 words) relating to some aspect of Service for each District Service Bulletin (4 time a year). Topics might include, but are certainly not limited to ideas for service projects or funding for service projects, or a spotlight on a club Service chair.
- 8) Other duties as needed to assist the District Governor.



Webmaster

Note: The District Three website is hosted by www.onlinemalls.com. Both the website and the membership roster are stored on the Webmaster's local PC as well as the required supporting software programs. Changes are made to the Webmaster's local PC for either the website or the roster. Once the changes are complete, the website is "published" to the District three website.

Responsibilities of the Webmaster

Maintain the District Three Website

- 1) Oversee payment for annual website fee.
- 2) Perform updates to the website several times a month.
- 3) Develop and write content to include presenting information in new ways or include new types of information that would be useful to District Altrusans.
- 4) Assist the Governor and membership by providing suggestions on how to present their ideas on the website.
- 5) Receive information from District Officers, Consultants, etc. and post it on the website in an accessible manner.
- 6) Provide standardized content to the website to include the District Service Bulletin (current and past issues), publications of both the District and District Foundation, links to District Three club websites, links to International website, the Governor's letter to the clubs, news about District Three Altrusans, and information useful to the clubs and members.

Maintain the online member roster

- 1) Receive membership changes from District Treasurer and District Clubs. Update rosters through additions and deletions for: local club membership, affiliate members, District Board members, District Consultants, District Foundation Board, club presidents, club treasurers, club secretaries, and club committee chairs (if provided).
- 2) Post updated rosters on the website and continuously monitor that the numbers maintained by the Treasurer and the numbers on the website are the same.