

## BOARD OF DIRECTORS

Position Statement: Is responsible for the club's operation, for stability, and for continuity.

Board Composition:

<b>Voting Members</b>	<b>Non-Voting Members</b>
<ol style="list-style-type: none"><li>1. President</li><li>2. Vice-President</li><li>3. Secretary</li><li>4. Treasurer</li><li>5. Immediate past president</li><li>6. Directors (two)</li><li>7. Corresponding Secretary</li></ol>	<ol style="list-style-type: none"><li>1. Service Chair</li><li>2. Membership Chair</li><li>3. Communication Chair</li></ol>

*Obligations:* Be prepared to:

1. To consider the organization and all of its members with full honesty and reasonable efficiency.
2. To exercise great care, skill, and judgment.
3. To act out of good faith and deal fairly with the club.
4. To display highest loyalty, reasonable care, and business prudence in regard to the interests of the organization.

*Responsibilities:*

1. Become familiar with all Altrusa printed materials – *Altrusa encyclopedia, Club bylaws, and Club policies.*
2. Attend all board meetings.
3. Be familiar with the Club and International strategic plans.
4. Understand the club budget and budgeting process.
5. Monitor the community image of your club.
6. Make certain your club is fulfilling all aspects of its not-for-profit and tax - exempt status.

*Duties:*

1. Determine club policies in line with local, District, and International bylaws.
2. Transact all club business as assigned.
3. Act upon all recommendations for membership.
4. Supervise club activities.
5. Fill vacant offices between elections.
6. Grant leaves of absence.
7. Determine causes for, and initiate plans to correct, excessive member loss, and loss attendance.
8. Designate a place to deposit club funds.
9. Approve expenditures of funds.

## **PRESIDENT**

ELECTION: Elected to serve on the board of directors by the club members.

TERM OF OFFICE: Two years.

POSITION STATEMENT: The president is charged with leading the membership to attain exciting new service achievements as well as gain greater community recognition for the club.

RESPONSIBILITIES:

***To the Club:***

1. Assume leadership role.
2. Maintain Altrusa standards and conduct the activities of the club in accordance with the bylaws and established policies.
3. Preside with enthusiasm at club meetings and express public appreciation for club achievements
4. Follow approved parliamentary procedure.
5. Share district and international communications involving the membership.
6. Share pertinent information from district and international mailings with officers and committee chairs as soon as possible.
7. Oversee the proper functioning of the club committees.
8. Sign all membership certificates.
9. Serve as the club's community representative, attending functions where Altrusa should be represented, or appointing another member to serve as the club's representative.
10. Present the annual strategic plan.
  - a. Prepare calendar listing all club and board meetings, and other important due dates.

***To the Board:***

1. Schedule a time and place for regular board meetings.
2. Prepare an agenda for board meetings and send a copy to every board member.
3. Preside at board meetings and follow approved parliamentary procedure.
4. Allow time for full discussion of important business.
5. Prepare the Boards' actions and recommendations in a concise and clear language before presenting them to the club for its approval.
6. Give advance notice of business to be considered by the club when the bylaws so specify.
7. Facilitate annual strategic planning session.

***To the District:***

1. Keep two-way lines of communication open between district officers and committee chairs.
2. Work to have the club's full delegation of representatives present at district conference.
3. Encourage club to submit a service project entry for the Mamie L. Bass Service Award completion.

4. Encourage participation in district functions.
5. Send recommendations approved by the membership to the district Bylaws, Resolutions and Recommendations Committee Chair for future consideration by the district Board of Directors or Delegate Assembly.
6. Assure that all district reports are filed on time.
7. Direct arrangements for the official visit of the district representative
  - a. Advise the district representative of any club problem or concern that should be addressed during the visit.
  - b. Provide the district representative with a current club yearbook and several back issues of the club newsletter.

***To International:***

1. Implement the Altrusa International biennium program, theme, and goals by making them an integral part of the total club program.
2. Keep club members “thinking international” by raising their sights to the scope of their membership.
3. Relay any International bylaw or policy change or other board or foundation decision to the club membership promptly.
4. Encourage club’s full delegation of representatives attend international convention.
5. With the approval of the club membership, send recommendations to be considered by the International Board of Directors or Delegate Assembly to the International Bylaws, Resolutions and Recommendations Chair.

Date	Responsibility
June	<ul style="list-style-type: none"> <li>*Develop calendar for upcoming year</li> <li>*Convention years – discuss resolutions to presented to the convention body; discuss preferences regarding the slate of nominees</li> <li>*Confer with treasurer on the status of the dues payments and make sure annual dues and fees are paid to the International &amp; district</li> <li>*Follow up with members who have not paid dues</li> <li>*Sign new signature cards and file with the bank– treasurer and president</li> <li>*Present strategic plan to the club</li> <li>*Present the budget to the club</li> </ul>
July	<ul style="list-style-type: none"> <li>*Make sure yearbook is started</li> <li>*Encourage club to enter the Mamie L Bass Service Award competition – plan projects early to comply with entry requirements and deadlines</li> <li>*In odd-numbered years – attend and encourage attendance to international convention</li> </ul>
August	
September	<ul style="list-style-type: none"> <li>*Literary month</li> <li>*Communication Committee: Plan and publicize <i>Make a Difference Day</i></li> <li>*Send a copy of yearbook to international and district officers and international office</li> </ul>
October	<ul style="list-style-type: none"> <li>*Remind treasurer to mail any contributions to the International Foundation Grant Program</li> <li>*Communication Committee: Send <i>Make a Difference Day</i> pre-report to International Office</li> <li>*Participate in <i>Make a Difference Day</i></li> <li>*Work on member recruitment</li> </ul>
November	Communication Committee: Send final report on <i>Make a Difference Day</i> to district DSB editor and international office
December	½ year dues for new members from December 1 through March 31
January	<ul style="list-style-type: none"> <li>*Appoint Nominating Committee (Jean Woods to chair in 2005)</li> <li>*If club has local foundation, send Local Club Foundation Annual Report to International Office by January 15 (Sharon Wood)</li> </ul>
February	<ul style="list-style-type: none"> <li>*Start campaign for conference attendance (Stillwater in 2005)</li> <li>*Watch district literature for due dates for Mamie L. Bass, Letha H. Brown and Dr. Nina Faye Calhoun International Relations award applications</li> <li>*Watch for district Service Bulletin for conference information and registration</li> </ul>
March	<ul style="list-style-type: none"> <li>*Election of Officers and Directors</li> <li>*Give a copy of Incoming President’s Calendar to newly-elected president (3 part form)</li> <li>*Start work on club’s activity report (Due May 31) – will need to send to International and Designated State Office</li> <li>*Make plans to attend District Conference (2005 Stillwater)</li> <li>*Encourage incoming president to select committee chairman soon.</li> </ul>
April	*Communication Committee: Celebrate Altrusa Awareness Day on

Date	Responsibility
	Altrusa's birthday – April 11 –plan special service project *Elect International Convention Delegates and Alternates *Meet with outgoing and incoming board to transfer materials *Request officers and chairman to prepare annual report *Assist incoming president and finance committee with budget *Plan installation of new officers and directors *By April 30, send list of newly-appointed chairman to District governor and International Office on forms provided
May	*New members initiated between April 1 and May 31 pay full year dues good through June 1 of next year. *Preside at annual meeting and installation of officers *New board in charge immediately following installation. *Club activity <u>annual</u> report due May 31. Send a copy to district chairman and international foundation to be considered for Distinguished Club Award. *ASTRA club service award entry due to international.

## VICE - PRESIDENT

**ELECTION:** Elected to serve on the board of directors by the club members.

**TERM OF OFFICE:** Two years.

**POSITION STATEMENT:** The Vice-President is charged with assisting the President with the club administration, assuming the responsibilities for leadership as directed by the president and staying informed of club, District, and International policies. The vice president serves as the executive officer in the absence or inability to serve by the president.

**RESPONSIBILITIES:**

1. Be prepared to act as president if required; be familiar with current club activities and meeting agenda items.
2. Know parliamentary procedures. Act as parliamentarian.
3. Be fully acquainted with the duties of the president.
4. Act as a sounding board for the president.
5. Be knowledgeable about the club's administration and procedures.
6. Be willing to accept and carry out any special assignments that will strengthen and expedite the work of the club.
7. Be familiar with the *Altrusa Encyclopedia*, and *Club, District, and International Bylaws and Policies*.
8. Attend monthly board meetings.
9. Attend workshops, leadership seminars, District Conferences, and International Conventions, whenever possible.

<b>Date</b>	<b>Responsibility</b>
March	Incoming president to select committee chairman following elections.
April	Prepare annual report to be sent to the President in late April.

## TREASURER

ELECTION: Elected to serve on the board of directors by the club members.

TERM OF OFFICE: Two years.

POSITION STATEMENT: The treasurer is charged with taking care of the club's funds; paying all bills and dues balances in a timely manner; and keeping the president, board, and members informed about the clubs finances.

### RESPONSIBILITIES:

1. Receive, record and promptly deposit all club funds in the club account at the bank designated by the board of directors.
2. Pay all bills and dues balances promptly.
3. Send new members dues (enclosing per capita dues and processing fee) and information to district and International.
  - a. The Membership Information Form may be ordered from the International office at no cost or downloaded from [www.altrusa.com](http://www.altrusa.com)
4. Report any membership changes promptly to the International office and the District.
5. Update and return the club membership roster mailed from the International office.
6. Present a monthly report to the board and membership
7. Maintain the club membership records showing:
  - a. classification,
  - b. job title,
  - c. home and business addresses,
  - d. fax number,
  - e. email address, and
  - f. telephone numbers for each member
8. Understand current policies and procedures for collecting and submitting International and District membership dues and fees, District conference fees, International fees, and subscription payments for the International publications.
9. Serve as the Finance Committee chair and help plan the club's budget.
10. Stay informed of District and International policies and procedures.
11. Attend workshops, leadership seminars, District Conferences, and International conventions, whenever possible.
12. File Kansas Corporation Tax Form.

<b>Date</b>	<b>Responsibility</b>
April	Prepare annual report to be sent to the president
Prior to May 1	Send dues notices to members; issue and sign membership cards when dues are paid.
May (Annual Meeting)	Prepare a statement of the fiscal year's income and expense to present at the annual meeting

<b>Date</b>	<b>Responsibility</b>
May	*Submit the accounting books for annual audit * Prepare annual budget
June 1  Prior to June 15 (to avoid a late fee)	a) Send annual dues and nonmember subscription payments to the International Office b) Send District dues to the District treasurer -- use forms provided as described in the <i>Treasurer Guide</i>
October	Treasurer to mail any contributions to the International Foundation Grant Program

## SECRETARY

ELECTION: Elected to serve on the board of directors by the club members.

TERM OF OFFICE: Two years.

POSITION STATEMENT: The secretary is charged with keeping accurate minutes of the board and club meetings.

### RESPONSIBILITIES:

1. Take minutes of all club and board meetings using the guidelines in the *Encyclopedia*.
2. Publish and distribute the minutes in a timely manner.
3. Keep a record of attendance at all meetings.
4. Maintain club's permanent records
  - a. Including all minutes and any papers the club orders to be placed on file
  - b. These records are to be kept separate from the records of other club offices and committee chairs
5. Issue notices of club meetings
6. Handle the general correspondence of the club and president as requested, excluding correspondence that relates specifically to the responsibilities of the officers and committee chairs.
7. Complete a Member Referral Form for any active or active-retired members moving to a community having an Altrusa Club.
8. Complete an Application for Affiliate Membership Form for any member seeking affiliate status.
9. Understand current policies and procedures for collecting and submitting International and District membership dues and fees, District conference fees, International fees, and subscription payments for the International publications.
10. Stay informed of District and International policies and procedures.
11. Attend workshops, leadership seminars, District Conferences, and International conventions, whenever possible.

<b>Date</b>	<b>Responsibility</b>
March	Send the names of District conference delegates and alternates to the District secretary immediately following their election.
March	Send the slate of candidates for club officers and director positions to the club membership immediately following receipt from the Nominating Committee.
March - April	Send the names and addresses of newly elected officers and directors to the Internal office and the District governor within the first ten days following elections.
April	Send the names of International convention delegates and alternates to the International office immediately following their election (at least 90 days prior to convention).
April	Prepare annual report to be sent to the president

May

File Kansas Corporation Tax Form

## **CORRESPONDING SECRETARY**

**ELECTION:** Elected to serve on the board of directors by the club members.

**TERM OF OFFICE:** Two years.

**POSITION STATEMENT:** The corresponding secretary is charged with receiving and responding to club correspondence.

**RESPONSIBILITIES:**

1. Attend and participate at board meetings.
2. Handle the club correspondence (generally thank-you's, press releases and social memos) excluding correspondence that relates specifically to the responsibilities of the officers and committee chairs.
3. Stay informed of District and International policies and procedures.
4. Attend workshops, leadership seminars, District Conferences, and International conventions, whenever possible.

<b>Date</b>	<b>Responsibility</b>
April	Assist the Secretary in preparing her annual report to be sent to the president

**DIRECTOR**

ELECTION: Elected to serve on the board of directors the club members. The number of directors elected in even- and odd-numbered years is determined by the club bylaws.

TERM OF OFFICE: Two years.

POSITION STATEMENT: The director is charged with adding balance to the board.

RESPONSIBILITIES:

1. Attend and participate at board meetings.
2. Co-facilitate with the president annual strategic planning session.
3. Accept and carry out special assignments from the president or board.
4. Stay informed of District and International policies and procedures.
5. Attend workshops, leadership seminars, District Conferences, and International conventions, whenever possible.

<b>Date</b>	<b>Responsibility</b>
April	Prepare an annual report to be sent to the president