



FOR ALTRUSA CLUBS

CLUB OFFICER POSITION DESCRIPTIONS TEMPLATE - Updated 2019

These are generic guidelines which may be adapted to suit the needs and priorities of each Club. Clubs may use this as a template from which to draw up their own description of each job.

PRESIDENT

As the Club's top officer, the Club President holds the Club's most challenging position. At the same time, the office of Club President offers the most reward as it is the office most able to move the Club forward. With the help of the Board and individual committee members, the Club President can help the membership attain exciting, new service achievements, as well as, gain greater community recognition for the Club. In addition, Club Presidents develop the type of leadership skills that are needed and drawn upon by the District (when slating officers or appointing committee chairs) and International (when making committee appointments).

Responsibilities to the Club

- Assume the leadership role of President, presiding at all club and board meetings
- Prepare a written agenda for Board and Club meetings - alternatively this may be done by the Secretary in consultation with the President
- Preside with enthusiasm at meetings and express public appreciation for any and all achievements
- Follow approved parliamentary procedures
- Prepare the Board's actions and recommendations in clear and concise language before presenting to the club. Ensure there is enough information to give clarity to all members
- Share District and International communication involving the membership
- Share pertinent information from District and International mailings with officers and Committee Chairs as soon as possible
- Oversee the proper functioning of Club Committees and serve as an ad hoc member of all committees
- Prepare a column for the club newsletter
- Make sure all District and International reports are filed on time
- 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
- Mentor the President Elect during the year in preparation for their taking over this position of President
- Delegate where necessary to avoid overloading yourself with leadership obligations

Responsibilities to the Board

- Schedule a time and place for regular Board meetings
- Prepare an agenda for Board meetings and send an advance copy to every Board member
- Preside at Board meetings and follow approved parliamentary procedure
- Assure the approval of an Annual Budget
- Allow time for full discussion of important business
- Give advance notice of business to be considered by the club when the bylaws so specify

Responsibilities to the District

- Keep two-way lines of communication open between District officers and committee chairs
- Work to have the club's full delegation of representatives attend District Conference
- Ensure that the club submits entries for District award competition
- Keep Club members aware of the scope of their membership by encouraging participation in District functions
- Send recommendations approved by membership to the District Bylaws, Resolutions and Recommendations Committee chair for future consideration by the District Board of Directors or Delegate Assembly
- Make sure that all District reports are filed on time, including the Club Activity Report
- Direct the arrangements for the official visit of the District representative; once the time of the visit is established, it is the President's responsibility to do the following:
 - 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;
 - C. Oversee local arrangements such as accommodation and publicity;
 - D. Arrange for District representative to meet alone with the Board of Directors

Responsibilities to International

- Implement the Altrusa International program, theme, and goals by making them an integral part of the total Club program
- Keep members "thinking International" by raising their sights to the scope of their membership
- Relay any International bylaw or policy changes or other International Board or Foundation decisions to the Club membership
- Work to have the Club's full delegation of representatives attend International Convention
- 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
- Make sure that all reports required by International are filed on time

INCOMING PRESIDENT / PRESIDENT ELECT

The role of president Elect is an 'in training' President's role enabling familiarisation with the President's role, club activities, and links to District and International.

The election of Club Officers and Directors should be held each February/March, giving the Incoming President the time needed to prepare before taking office in June.

The Incoming President should use this time:

- to recruit Chairs and Committee members for the standing and other Committees;
- to review the Strategic Plan;
- to develop a program;
- to oversee the preparation of the upcoming budget in conjunction with Treasurer;
- to work with other selected Officers and Committee Chairs in preparing for their responsibilities

The President Elect should be prepared to stand in as President if required

VICE PRESIDENT

The President Elect acts in the President's absence or inability to serve.

General Responsibilities

- Be prepared to act as President when required; this means being familiar with current Club activities and meeting agenda items
- Know parliamentary procedures
- Act as a sounding board for the President
- Be knowledgeable about the Club's administration and procedures
- As requested by the President, accept assignments to represent the Club at community meetings
- Be willing to carry out any special assignments that will strengthen and expedite the work of the club
- Offer support to the President and President Elect
- Become knowledgeable about the club administration and procedures
- Learn parliamentary and meeting procedure
- Start to form goals for upcoming term if intending to move up to the President role

DIRECTORS

General Responsibilities

- Participate in Board activities
- Accept and carry out special assignments from the President or the Board

SECRETARY

NOTE: Some clubs may separate this position into two positions - Minute Secretary and Corresponding Secretary, in which case some of these responsibilities such as those regarding correspondence would be allocated to the Minute Secretary.

General Responsibilities

- Take minutes of all Board and Club meetings
- Keep a record of attendance at all meetings

- Sign the credential cards (with the President) of the delegates and alternates elected to represent the Club at District Conference and International Convention
- Maintain the Club's permanent records, including all minutes and any papers the club orders to be placed on file. These records are kept separate from the records kept by other Club officers and committee chairs
- Issue notices of Club meetings
- Handle the general correspondence of the Club and President as requested, excluding correspondence which relates specifically to the responsibilities of other officers and committee chairs
- Send invitations to prospective members immediately following the Board's acceptance
- Complete Application for Affiliate Membership form for members seeking affiliate status
- Complete Member Referral forms for active and active retired members moving to a community having an Altrusa Club
- Send the slate of candidates for Club Officer and Director positions to the Club membership immediately following receipt from the Nominating Committee
- Within ten days following elections, send the names and addresses of newly elected officers and directors to the International Office and District Governor
- Send the names of delegates and alternates to the District Secretary immediately following elections*
- Send the names of International Convention delegates and alternates to the International Office immediately following elections*

**Credential cards are sent to the Club President and Secretary to sign and give to the elected delegates and alternates*

Guidelines for Preparing Minutes

Minutes are the official, legal record of a club. Minutes keep absent members informed of the club's business, help club leaders follow up on assignments and actions, help formulate the agenda for future meetings, give continuity to the procedures and traditional activities of the club, provide a valuable review of the activities of the past, and are valuable resources in assessing member participation when considering committee appointments and officer nominations. Include the following information when preparing minutes of business and program meetings:

- Club name, type of meeting (Board, Business, Program or Special), place, date, and time convened
- Names of those present (guest names optional)
- Call to order and name of the presiding officer
- Correction and approval of the minutes as read, as printed in the newsletter, or distributed
- Treasurer's report, copy attached, is filed for record
- The exact wording of motions, the name of the maker, and the motion's outcome
- The exact wording of any amendments made to motions, the name of the maker, and its seconder and the amendment's outcome
- The exact wording of a Committee assignment, including any power to act, the due date, and the names of committee chairs and members
- Time of adjournment

TREASURER

An important part of the Treasurer's job begins before installation. Soon after the Club Elections, the incoming Treasurer should begin training with the outgoing Treasurer to gain a working knowledge of the bookkeeping procedures and timetable of duties. As a member of the incoming Finance committee, the incoming Treasurer also will help plan the budget for the new club year.

General Responsibilities

Financial Duties

- Serve as Finance committee chair and help plan the year's budget
- Send new member dues to District and International
- Receive, record, and promptly deposit all Club funds into the Club account at the bank designated by the Board of Directors
- Pay all bills and dues balances promptly once authorised by the Board

Dues and Fees

- Familiarise yourself with International and District financial policies and procedures
- Send dues notices to members; issue and sign membership cards (if used) when dues are paid
- Send annual dues and non-member subscription payments to the International Office; send District dues to the District Treasurer; use the required form if provided
- Notify any active members of failure to pay dues on their part

Membership Records

- Maintain accurate Membership records as required in Group Tally, with up to date contact details for each member
- Report new members (enclosing per capita dues and processing fee) and any membership changes promptly to International and District
- Review your club records on Group Tally prior to annual dues notification and make any changes

Foundation

- Make payments for any club contributions to Altrusa International Foundation Inc.

Financial Reports and Records

- Present a monthly report to the Board and membership; prepare a statement of the fiscal year's income and expenses to present to the club's annual meeting
- submit the accounting books for annual audit or review - whichever is required
- Comply with all Charities Services Annual Return Regulations and Reporting Standards
- Understand current policies and procedures for collecting and submitting International and District membership dues and fees, District conference fees, International convention fees and subscription payments for the International publications

Supplies and Miscellaneous

- Order merchandise from Doc Morgan Inc. OR if another supplier is used the Club Treasurer is responsible for remitting royalties to Altrusa International
- Cyber Fraud - take every care to protect the club bank accounts from fraud, and be aware of suspicious activity with emails / attachments

IMMEDIATE PAST PRESIDENT

The Immediate Past President serves as a voting member on the club's Board of Directors for the term of the successor. When a President is elected for a second term, the Immediate Past President also serves a second term.

General Responsibilities

- Assure a smooth transition with prompt transfer of workbooks, files, and records from current officers and committee chairs to their successors by the beginning of the new club year
- Participate in Board activities
- To assist and advise the new President, where needed and as requested, with the knowledge attained from your year in office
- Be a Mentor for the President

CLUB COMMITTEE CHAIRS

General Responsibilities

- Prepare for the office or Committee Chair appointment, starting immediately after being appointed to learn about the club and about your specific duties
- At the beginning of the fiscal year, provide Committee budget information to the Finance Committee Chair
- Keep a file and/or workbook defining the duties and objectives of the assignment
- Set up a calendar for each month, making notations during the year on "how you did it" so your successor will have a clear idea of the pattern of work
- Prepare a written report for the Club's annual meeting on your responsibilities, duties, and accomplishments
- Emphasize and become role models in member recruitment
- Attend workshops, leadership seminars, District Conferences and International Conventions

BOARD OF DIRECTORS

A Club Board of Directors is composed of:

- President
- President Elect
- Vice President (Note: In some clubs the positions of President Elect and Vice president MAY be a single position. Other clubs may elect both positions)
- Treasurer
- Secretary
- Two (or three or four) Directors
- Immediate Past President

The Board of Directors is the policy making body of the Club, requiring that each member take this responsibility seriously.

- They provide support and advice to the president
- Actions and discussions at Board meetings should be held in confidence.
- The Board serves as a trouble shooter, sounding board, filter and problem solver
- Matters recommended to membership for approval should be thoughtfully and carefully considered, taking into account the scope of the club's personnel and fiscal resources

Duties

- Review club policies and make recommendations to the club
- Approve recommendations for membership
- Fill vacant offices between elections
- Approve club expenditure
- Develop procedures and systems documents
- Recommend budget / fees to membership
- Ensure the club operates within constitutional rules and club policies