

## ASTRA 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 liaison with the International ASTRA Chair via email</li> <li>- To liaison with the Governor and plan goals</li> <li>- To liaison with District Eleven Clubs on the possible organization of an ASTRA club in their Community</li> <li>- To liaison with Altrusa Club ASTRA chairs or committees and offer any help and advice if needed</li> </ul>
Policies and By-laws	<ul style="list-style-type: none"> <li>- Be familiar with all District Eleven Policies and Procedures</li> <li>- Be familiar with the International Encyclopedia – ASTRA Clubs and International Bylaws and Policies, Policy 4</li> <li>- Be familiar with the International Strategic Plan and the District Strategic Plan</li> </ul>
Conference	<ul style="list-style-type: none"> <li>- To attend the annual District Eleven Conference – if able</li> <li>- To attend pre conference Chairs meeting at the request of the Governor</li> <li>- To present/assist with a District Eleven Conference Workshop if requested by Governor</li> </ul>
Communication with District Eleven Clubs	<ul style="list-style-type: none"> <li>- Keep up regular communication with the Club ASTRA Chair/Club President and answer any questions they may have regarding ASTRA</li> <li>- Encourage ASTRA Mentors to communicate with each other</li> <li>- Encourage ASTRA Clubs to use Social Media</li> <li>- Encourage ASTRA Clubs to send pictures of projects to District Eleven Webmaster</li> </ul>
DSB	Submit regular articles to the DSB by the due date
Reports	Submit reports as requested by Governor
Records	<ul style="list-style-type: none"> <li>- Maintain a record of all pertinent material to this position during the term of office</li> <li>- Act as a guide to the successor</li> </ul>
Expenses	- Claim any expenses as allowed under District Eleven Policies
ASTRA Goals	<ul style="list-style-type: none"> <li>- Increase the membership in ASTRA clubs</li> <li>- Increase the number of ASTRA clubs in District Eleven</li> </ul>