

International Standing Committees

Responsibilities of International Standing Committee Leaders



ALTRUSA INTERNATIONAL, INC

Last Update: September 28, 2008

Authored by: Donna C. Johnson based on various Altrusa resources

International Standing Committees

Responsibilities of International Standing Committee Leaders

General Information

International Standing Committee Leaders are the Committee Chairs (and Vice Chairs where applicable) of the following committees: *Service Program Development, Leadership Development and Training, Membership Development, Communications, ASTRA, BRR, Nominating and Finance*. BRR, Nominating and Finance are special purpose committees with bylaw defined membership and are addressed in the Special Committee Responsibilities document.

The critical role of these committees is to be the link between the International Board of Directors and the membership. There may also be members who serve on the various committees. Involvement with an International committee is fun and rewarding, providing the opportunity to improve our organization and to work with Altrusans from around the world.

In general, an International Committee chair volunteers an average of 8-10 hours a month. The Vice Chair averages 6-8 hours and a member 4-6 hours a month. The busiest times tend to be:

- The month or two following the Program Planning Meeting.
- The month or two leading up to the International Convention that follows the Planning Meeting.
- Before and after International Board meetings which are usually held in July and January.

During the Planning Meeting you'll develop a production schedule for materials to be included in the *International Altrusan*, the International web site, and Club President mailings. There will also be a workload pickup around the due dates for these items. The planning meeting will occur approximately 10-12 months prior to the Convention.

One of the primary responsibilities of the program committees is to plan a biennium program for International, working with key strategies from the Altrusa Long Range Strategic plan, identifying possible opportunities for programs and projects that Altrusa clubs can work into action plans for the next two years. You'll determine how the goals of the biennium will be promoted. You will also develop the programs and workshops for the next biennial International Convention that will help promote the goals and objectives of our Long Range Strategic Plan.

Information Common to All Committee Leaders

- Successful program implementation includes building strong working partnerships with your District and Club counterparts. Leaders maintain regular contact with District Governors and parallel District committee chairs. Contact should include a mix of written, email and telephone contact. The purpose of contacts is to learn what is happening in the districts

relative to the committee area, to keep the district aware of what is happening at the international level, to share expertise, encourage participation and support of international goals.

- It is the responsibility of Committee Leaders to involve all members of their committee in the activities of the committee and to keep them informed of committee projects, meetings, etc.
- International Committee Leaders are expected to attend the International Convention that occurs in the first year of their biennium and strongly encouraged to attend the one that takes place in the last year of their biennium.
- International Committee Leaders will have responsibility for several workshop presentations at the above-mentioned International Convention. It is not necessary they be the presenter but they are responsible for developing exciting, relevant topics and providing engaging presenters.
- A brief orientation for new International Committee Leaders will be held at the Program Planning Meeting that generally occurs in August or September of the year preceding the start of the biennium. It is however, expected that committee leaders are familiar with their responsibilities prior to this meeting.
- Committee Leaders contribute their ideas to the team and the International Board to provide the most effective and engaging biennium program possible for the diverse Altrusa population.
- Committee Leaders carry out assignments from the Altrusa International President and the International Board of Directors in a timely manner.
- International Committee Leaders prepare a one-page written report for the mid-year International Board Meeting outlining their activities for the preceding six months. International Committee Leaders also prepare an annual one-page report of Committee Leader activities.
- Committee leaders will provide a significant (around 500 words) contribution to the International Altrusan; generally 4 times per year. This may be an interview, a photo essay, a news story about club or district events, an educational article, an editorial, etc. related to the standing committee or the goals of the Leadership Team.

ASTRA Clubs

Committee Leaders' Responsibilities

- Establish contact with the ASTRA chair of each District immediately following the International Convention.
- Serve as primary resource for District ASTRA chairs. Maintain regular communication; written, email, and telephone with the ASTRA Chair of each District.
- Develop plans for inspiring the growth of ASTRA clubs including encouraging clubs to sponsor ASTRA clubs as part of their ongoing community service activities.
- Encourage submission of applications for ASTRA Service award.
- Secure judges for the ASTRA Service award.

- Develop plans for encouraging interactions between ASTRA clubs and their sponsoring Altrusa clubs.
- Develop plans for encouraging interactions between ASTRA clubs.
- Receive from Communications Chair all ASTRA publications for review and make recommendations for updates and additions as necessary.
- In addition to the standard quarterly contribution provide a short informational piece relating to some aspect of ASTRA for each District ASTRA Chair at least twice per biennium. This piece should be suitable for use in their DSB or for them to forward to clubs. Topics might include, but are certainly not limited to, demographics of current ASTRA clubs, service project ideas, fundraising ideas, ASTRA club President spotlight, feature on newest chartered club, activities/projects of ASTRA clubs.

Bylaws, Resolutions and Recommendations (BRR)

Per the International bylaws the Bylaws, Resolutions and Recommendations Committee shall be composed of the Chairman appointed by the International President and two (2) members elected by the International Board of Directors. The International Bylaws, Resolutions and Recommendations Committee facilitates the procedural work of Altrusa.

Committee Leader Responsibilities

- Serves as main resource for all areas of Altrusa regarding issues relating to bylaws and their amendments, resolutions and recommendations.
- Interprets bylaws and policies upon request and consults with legal advisor and/or parliamentarian as needed.
- Drafts proposals and receives proposed amendments to the International Articles and, Bylaws, resolutions, and recommendations concerning policies relating to International policies.
- Combines, edits (including appropriate rationale), synthesizes proposed bylaws, resolutions and recommendations for presentation to the International Board of Directors, the Executive Committee and the delegate assembly at the International Convention.
- Refers (as needed) proposals to other entities within Altrusa for review, development, and preparation of background papers and rationale.
- Approves amendments to district (verifies lack of conflict with International bylaws or policy.) Serves as higher level approval authority for club bylaw amendments if approval is denied at the district level.
- Insures that notice (by way of the International Altrusan) of proposed bylaw amendments is given at least sixty (60) days prior to the start of International Convention.
- Provides a comprehensive briefing session for delegates on issues to come before the delegate body at Convention.
- Ensures committee members are active participants in committee actions and are kept apprised on on-going BRR related discussions. Encourages their attendance at the International Convention if at all possible so they can participate in the BRR briefing.

Communications

Committee Leaders' Responsibilities

- Establish contact with the Communications chair of each District immediately following the International Convention.
- Serve as primary resource for District Communication chairs. Maintain regular communication; written, email, and telephone with the Communications Chair of each District.
- Refer International publications to appropriate committee chair for content review and update/addition recommendation. Consolidate review reports from committees and prepare annual communications recommendations for necessary updated and additions for presentation to the International Board.
- Solicit from districts and clubs current examples of Altrusa materials (with permission to share). Maintain an examples site by material type on the International web site.
- In addition to the standard quarterly contribution provide a short informational piece relating to some aspect of Communications for each District Communications Chair at least twice per biennium. This piece should be suitable for use in their DSB or for them to forward to clubs. Topics might include, but are certainly not limited to, writing press releases, designing district and club websites, speaking about Altrusa to other groups, communication tips and techniques, publications design strategies.

Leadership Development and Training

Committee Leaders' Responsibilities

- Establish contact with the Leadership Development chair of each District immediately following the International Convention.
- Serve as primary resource for District Leadership Development chairs. Maintain regular communication; written, email, and telephone with the Leadership Development Chair of each District.
- Encourage Districts and Clubs to include leadership training as a regular part of their conferences and programs. Encourage clubs to provide training/orientation for new officers and committees chairs.
- Encourage clubs to offer leadership development opportunities through their community service projects as a benefit of Altrusa membership.
- Insure Governor-Elects are prepared for becoming new Governors. This is done through the Governor-Elect Training seminar held in conjunction with the International board meeting a year prior to the International Convention. Coordinate with the Governor-Elect Trainers the updating of the Governor-Elect Training Manual and the presentation of the Training Seminar. (There are two Governor-Elect Trainers. They may be the Chair and Vice Chair of

the Leadership Development and Training Committee or they may be other individuals who have been appointed for this responsibility.)

- Serve as member of Eleanor Roosevelt Humanitarian Awards Committee (Presidential appointment per Policy 6).
- Leaders review existing and develop new materials for club use in leadership training especially for committee chairs and incoming officers.
- In addition to the standard quarterly contribution provide a short informational piece relating to some aspect of leadership development and training for each District Leadership Chair at least twice per biennium. This piece should be suitable for use in their DSB or for them to forward to clubs. Topics might include, but are certainly not limited to, suggestions for topics related to leadership training that can be incorporation into club program planning, tips and techniques for encouraging members to volunteer for club leadership roles, interesting new developments and research in leadership theory, overview of District leadership development efforts, ideas for leadership programs for ASTRA clubs.

Membership Development

Committee Leaders' Responsibilities

- Establish contact with the Membership Development and New Club Building chair of each District immediately following the International Convention.
- Serve as primary resource for Membership Development and New Club Building chairs. Maintain regular communication; written, email, and telephone with the Membership Development and New Club Building chairs of each District.
- Assist the Districts and clubs in developing plans for attracting new members to Altrusa and with retaining existing members.
- Provide on-going support for districts and clubs involved in new club building activities.
- Encourage Districts to support clubs and offer incentives for new club building activities.
- 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. Maintain an examples site by material type on the International web site.
- In addition to the standard quarterly contribution provide a short informational piece relating to some aspect of Membership Development and New Club Building for each District Membership Development Chair and New Club Chair at least twice per biennium. This piece should be suitable for use in their DSB or for them to forward to clubs. Topics might include but are certainly not limited to: using ideas to use for retaining members, ideas for reorientation, the importance of orientation, getting started with new club building, making sure new members get involved right away, approaching prospective members.

Service Program Development Committee

Committee Leaders' Responsibilities

- Establish contact with the Service Chair of each District immediately following the International Convention.
- Serve as primary resource for District Service chairs. Maintain regular communication; written, email, and telephone with the Service Chair of each District.
- Send email requests to club presidents for photos and brief write-ups of hands on and fund raising projects. Coordinate their rotating placement on the International web site with the International Office.
- Develop and implement strategies for assisting local clubs with public relations, service projects and fundraising activities. For example: the collection of examples of PR materials in use by clubs with club permissions for sharing with other clubs, examples of successful community service projects and fundraisers.
- Receive from Communications Chair all service related publications and documents for review. Make recommendations to International Board for updates and additions.
- Solicit from districts and clubs ideas for service projects and fundraisers (with a contact person). Maintain an examples site on the International web site.
- Encourage clubs to make submissions through their districts for the Letha H. Brown, the Mamie L. Bass and the Dr. Nina Fay Calhoun awards.
- The International Service Program Development Committee Chair receives the winning district submissions from the International office, coordinates the judging activity and appoints three prominent members of the general public to serve as judges for the International competition for the Letha H. Brown, the Mamie L. Bass and the Dr. Nina Fay Calhoun awards.
- In addition to the standard quarterly contribution provide a short informational piece relating to some aspect of community service for each District Service Chair at least twice per biennium. This piece should be suitable for use in their DSB or for them to forward to clubs. Topics might include, but are certainly not limited to, strategies for publicity for projects, ideas for service projects, ideas for fundraisers, spotlight on a club Service or Ways and Means chair.