

## District Service Webmaster

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| Appointment                              | Appointed by the Governor Elect with approval of the District Eleven Board of Directors   |
| Term of Office                           | Two Years   |
| Role                                     | <ul style="list-style-type: none"> <li>- Act as the member of the District Communication Committee</li> <li>- Liaison with the Governor in planning ways to achieve the District Eleven Goals</li> <li>- Collect articles from District Board Members, District Chairs and Clubs and build and maintain District Eleven Website</li> <li>- Encourage District Clubs to submit pictures and information for the website</li> <li>- Encourage ASTRA clubs to submit pictures and information for website</li> <li>- Encourage and assist clubs in building websites or pages on District website</li> </ul> |
| Policies and By-laws                     | <ul style="list-style-type: none"> <li>- Be familiar with all District Eleven Policies</li> <li>- Be familiar with the International Strategic Plan and the District Eleven Strategic Plan</li> <li>- Be familiar with the Altrusa International Resource Guide</li> <li>- Be familiar with the International Strategic Plan and the District Eleven 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 the Conference Workshop if requested</li> </ul>  |
| Communication with District Eleven Clubs | Assist District Eleven Communication Chair as requested.<br>Communicate and encourage District Eleven Club Webmasters   |
| DSB                                      | Collect articles and publish DSB as requested   |
| Reports                                  | Submit reports as requested by Governor   |