

DISTRICT SERVICE BULLETIN (DSB) EDITOR

- Publish the District Service Bulletin (DSB) as directed by the District Governor, coordinating the articles and layout with the Communications Chair, using artistic discretion.
- Create and edit a minimum of three (3) DSB issues each year.
- Consider using the DSB Template available on the District website.
- Send completed issues of the DSB to Altrusa International for membership distribution immediately upon completion.
- The distribution of the DSB should include instructions to the club presidents to print copies of the DSB and distribute them to their members who are unable to receive email.
- The Call to Conference@ DSB must be emailed and or mailed 90 days prior to Conference. Request club presidents to print the DSB and deliver to those members who do not have email.
- Maintain files of prior DSB issues and vouchers for printing expenses.
- Promote communication within the District by encouraging publication of local club activities. Review local club newsletter to elicit newsworthy articles or information to reprint in the DSB.
- Contact local clubs individually to seek and or share information and obtain articles for the DSB.
- Remind scheduled article contributors of due date three weeks, two weeks and one week prior to deadline. Obtain schedule of due dates from Governor.
- Assist at Conference Communications workshops as requested.
- Prepare an annual report of activities and submit to the Governor or Governor Elect by April 1 of each year. (Submit last report to Governor and Governor Elect).