

NEW CLUB BUILDING

- Coordinate the organization of new clubs within the District.
- Serve as a resource for the organizers of new clubs and provide the organizer with a copy of the most recent version of Policy 20, Section 10.E. and the “New Club Building Manual” provided by Altrusa International on the website.
- Assist new club organizers with reminders of the steps needed to build the club, including a “New Club Building Proposal” to be submitted to the District Governor for approval and when to apply for funds at various stages. (The District Treasurer is responsible for receiving and disbursing those funds until the club is chartered.)
- Have on hand and make available to the new club organizers the “Club in Formation Affiliate Membership Form” to be completed by members of the new club as it is organized.
- Keep in touch with the organizers on a regular basis to be sure they have what they need.
- Assure that during formation, new clubs are planning and executing a community service project to help them bond as a club.
- Conduct one or more workshops at District Conference and/or other workshops as assigned. Provide workshop room set up requirements including audio/visual needs to District Conference Chair.
- Prepare an annual New Club Building assessment/report and submit to the Governor by April 1st of each year. Last report of the biennium is to be sent to the Governor and Governor elect. Each report will be presented to the District Board of Directors for approval and forwarded to the International Membership Development Chair and International office.

Updated 9/2021