

# LEAD YOUR PEOPLE TO ACHIEVE!

## ASTRA CLUB LEADERSHIP MANUAL for Officers and Committee Co-Chairs



# **ASTRA CLUB LEADERSHIP MANUAL**

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# LEAD YOUR PEOPLE TO ACHIEVE!

**Congratulations!** You've been elected by your ASTRA club members to lead your club. Everything starts with you. Your leadership is vital to your club's success and will require dedication and time this year. Remember, leading others is a privilege with great responsibility and means that you have been placed in a unique position to serve others.

Being a leader is about more than just having a certain job title. It's all about having the direction, perseverance, and ability to motivate other people to achieve a common goal. The most effective leaders are those who create relationships and nurture the strengths and talents of the people in their club to achieve the desired results.

This ASTRA Leadership Manual is a resource tool designed to help you in planning and conducting effective ASTRA meetings and projects throughout the year. With sections covering leadership fundamentals, officer and committee co-chair roles and responsibilities, a monthly checklist, and other tips, we hope these materials help you ensure your club's success.

## LEADERSHIP FUNDAMENTALS

*“Leaders instill in their people a hope for success and a belief in themselves.  
Positive leaders empower people to accomplish their goals.”  
– Unknown*

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### CREATE AND SHARE YOUR VISION

A vision translates *ideas* into *action* and meaningful *results*. An ASTRA leader with a vision has a clear idea of what he/she wants to accomplish by the end of the year with ASTRA club members. Share your vision and its intended results, create a plan, communicate clear goals and deadlines with your members, then “point the way” and allow your members to be creative and responsible for making it happen.

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### EMPOWER PEOPLE

Leaders understand that it's the people who make an organization successful. Empowerment means encouraging people to contribute their knowledge and skills to tasks that benefit the club and community, while building their self-confidence. If people feel they aren't needed, they won't contribute.

As a leader, be team-oriented! Encourage all of your ASTRA members to participate in club discussions, empower your club members to make decisions and promote shared responsibility for executing the plan. Build others up so that they can leverage their strengths to become effective leaders too.

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## LISTEN, LISTEN, LISTEN

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Develop your ability to actively listen and to not interrupt. As a leader, keep an open mind. Don't be so caught up in your own ideas that you don't hear other people's suggestions and feedback. None of us have all the answers. When you encourage the diverse people in your club to share their ideas and to collaborate, your members can generate amazing solutions to accomplish your club's goals.

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## BE POSITIVE AND INSPIRE!

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Leaders need to be positive if they are going to successfully inspire and motivate their members. Set high expectations that good things will happen during your ASTRA year. Negativity is demoralizing. Encourage your club members and create enthusiasm at each meeting and club activity. Share your excitement, provide positive feedback and say thank you as your ASTRA club members work hard to make an impact.

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## BE A LEADER AND A DELEGATOR

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Good leaders encourage and direct others to solve problems and make decisions. They don't command and control every discussion and decision. Remember, you are only one part of the whole team. Lead by asking questions, creating goals, and enabling your ASTRA club members to contribute to the achievement of those goals through their committees. Encourage others to grow by taking on more responsibility with projects.

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## ASK FOR HELP

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None of us are born knowing everything we need to know about what to do and how to do it. Everything is learned by experience. Asking for help from your ASTRA members and Advisors facilitates everyone's personal growth. Our own perspective often limits us. Effective leaders ask for input, promoting a collaborative culture and creating an opportunity to see situations from different perspectives. Your "ask" communicates that you trust others and builds positive connections with club members.

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## COMMUNICATE EFFECTIVELY

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Your communication skills are what will motivate and inspire others to be involved and to achieve your club's goals. Communication is not just what you say, but how you say it, and the goal of communication is action. Help ensure that key goals and plans are understood by your members and Advisors. When you speak (or write), have a purpose and a clear message. Be compelling and don't ramble: you'll lose people's attention. Be approachable. After a meeting, follow-up by text or email. The ability to communicate clearly is a crucial leadership skill that allows you to create understanding, to get buy-in and to achieve success.

## BE AN ORGANIZER

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As an ASTRA Officer or a Committee Co-Chair, it's your job to organize whatever you are responsible for. Have a plan and be prepared for meetings and projects, take notes, confirm details, keep track of documents, motivate your club members, monitor progress and keep communicating with members.

## BE A CHAMPION OF ASTRA!

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Committing time to helping others through ASTRA makes life about something much larger than ourselves. From the relationships you build with members and Altrusans or the inspiration you give to another ASTRA member to improving people's lives in communities around the world, the impact of your commitment can be far-reaching. Through your meaningful service projects, the leadership skills you personally develop, and the fun you have during activities, use your role as an ASTRA leader to motivate others, keep ASTRA membership strong, create ways to serve people and celebrate your club's accomplishments.

*“Before you are a leader, success is all about growing yourself.  
When you become a leader, success is all about growing others.”*

*– Jack Welch*



# ASTRA FUNDAMENTALS

*“Get the fundamentals down and the level of everything you do will rise.”*  
-Michael Jordan

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## WHAT IS ASTRA?

ASTRA is an international community service organization for young women and men ages 11-25, and exists in middle schools, high schools, community colleges, colleges/universities and as community clubs around the U.S. and abroad. ASTRA is always actively sponsored and supported by a local Altrusa Club.

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## WHAT ARE THE BENEFITS OF ASTRA?

ASTRA members become strong leader citizens and develop a real heart for service. ASTRA members are provided with opportunities:

- to make a positive impact in the world while developing leadership, communication, project management, problem-solving, teamwork and organizational skills
- to address the needs in communities through service
- to develop friendships with others who are passionate about service
- to learn about grant writing and access grants from the Altrusa International Foundation to fund ASTRA service projects
- to provide cultural, career and citizenship awareness
- to receive scholarship opportunities
- to improve confidence while having fun, and
- to partner with and be mentored by Altrusans and become part of the worldwide Altrusa network.

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## ASTRA IS DIFFERENT: IT'S STUDENT-RUN WITH ACTIVE ALTRUSA MENTORSHIP

- *ASTRA is run completely by its members.* Many school clubs have an advisor who is responsible for overseeing how a club operates and actively planning what members will be doing. While ASTRA has Altrusan advisors, ASTRA operations are run by its members. Projects are planned and decisions made by the ASTRA members, who have fun being in charge of ideas and events.
- *Altrusans actively work with ASTRA members* to guide and suggest ideas and new ways of problem solving that ASTRA members may not be aware of, but Altrusans do not take over the process or the meetings. Altrusans share their expertise, and inspire and mentor ASTRA members.
- *ASTRA is all-inclusive*, so members often develop lasting friendships with other members who they may not typically have the opportunity to interact with, as well as with their Altrusan mentors. Any members can take a leadership role as an officer, committee co-chair or project co-chair and use their passion to drive action.
- *ASTRA members learn from their mistakes.* ASTRA members learn how to handle failure, fix problems and move on. Altrusans support and mentor ASTRA members, but they do not automatically jump in and “save” a situation. If a project falls apart, ASTRA members and Altrusans discuss at a meeting what the failure was and how things could be done differently next time to learn from the situation, without true harm being allowed to occur.

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## ASTRA MOTTO

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“Growing in Service”

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## ASTRA COLORS

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Blue and Gold

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## WHAT DOES “ASTRA” STAND FOR?

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ASTRA is an acronym for:

**A=Ability** – to know that all of us have special talents to share with others.

**S=Service** – to improve the lives of those less fortunate in the community.

**T=Training** – to develop leadership ability and potential.

**R=Responsibility** – to learn to accept obligations and know the satisfaction of carrying projects through to a successful conclusion while dealing with unexpected obstacles that arise.

**A=Achievement** – to experience success and to know that a group working together can accomplish so much more than any one individual.

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## HISTORY OF ASTRA

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In an effort to increase opportunities for young people to positively impact their communities, Altrusa International, Inc. appointed a special Youth Group Committee in July 1965 to develop a suggested structure and name for youth groups sponsored by Altrusa Clubs. Recognizing the community service potential in sponsoring these youth groups, they created these new “ASTRA Clubs”.

ASTRA has grown every decade and now has ASTRA Clubs located in communities all around the United States, Puerto Rico, New Zealand and India.

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## ASTRA LOGO

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ASTRA has had two logos. The original ASTRA logo was a star with the ASTRA name in the center.

Altrusa International, Inc. created its new trademark logo in 2011 with a tagline of “Leading to a Better Community”. The parts of the wavy logo include: *Flowing lines* of different heights that rise and fall demonstrate FLEXIBILITY; *Lines start & finish together* symbolizing INCLUSION; *the overall design represents the letter “A”* for ALTRUSA ; *the tallest line, in light blue, represents oceans linking the lands* and worldwide ALTRUSA; *the dark blue ribbon is symbolic of Altrusa’s depth* and foundation: OUR CLUBS & DISTRICTS; ***the Gold banner represents ASTRA – our treasure and our future,*** and the *red banner shows the heart and strength of ALTRUSANS.*



## OFFICER ROLES AND RESPONSIBILITIES

*"If your actions inspire others to dream more, learn more, do more and become more, you are a leader."  
-John Quincy Adams*

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### ASTRA PRESIDENT

The **PRESIDENT** is the leader of the ASTRA Club, is Chair of the ASTRA Board of Directors and is a non-voting ex-officio member of all standing and special committees, except the Nominations Committee. The President establishes enthusiasm and open communication with club members, includes and encourages all members of the ASTRA Club throughout the year, prepares an agenda for each ASTRA club and board meeting, leads and ensures that monthly club meetings and board meetings are well-planned and executed, oversees the functioning of all committees ensuring the successful planning and completion of club activities, facilitates discussions and decision-making by club members, actively promotes the ASTRA Club, may need to speak at public events occasionally, and needs to commit time each month to planning and coordinating ASTRA details outside of meeting times. The President works actively in conjunction with the Altrusa Advisors.

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### ASTRA VICE PRESIDENT

The **VICE PRESIDENT** assists and supports the President in all club operations, acts in the absence or inability of the President to perform the President's duties, accepts other duties as delegated by the President, and supports other officers and committee chairs with their duties. The Vice President attends club and board meetings and communicates regularly with the President. The Vice-President is also recommended to be Co-Chair of the Service Committee.

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### ASTRA SECRETARY

The **SECRETARY** is responsible for all club records and correspondence, including keeping a record of attendance at all meetings, keeping the minutes of each meeting and recording exact wording of motions, the name of the mover, and the decision voted on. The Secretary writes thank you notes and reads correspondence to members during meetings, attends club and board meetings, communicates regularly with the President, and performs other duties as may be delegated by the Board of Directors. The Secretary keeps a permanent file of important papers and official ASTRA Club records. Altrusan ASTRA Advisors keep the official ASTRA records over the long-term.

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### ASTRA TREASURER

The **TREASURER** is responsible for receiving and disbursing all ASTRA Club funds, with the approval of the club Board of Directors, and keeps an accurate account of all transactions. The Treasurer collects membership dues (if applicable) and all money due the Club, counts any fundraising money or other funds with at least one other person present to verify the count, promptly deposits the money into the ASTRA bank account, writes checks to pay bills authorized by the Board of Directors, keeps receipts for proof of bills and reimbursements, and presents the treasurer's report of account balances and income and expenditures for the past month at each board meeting and

club meeting. The Treasurer understands ASTRA club and school policies (if applicable) regarding club finances. The Treasurer does not take any club funds for personal use. The Treasurer shall submit for review the book in which the record of receipts and disbursements for the year has been kept and an annual summary. All ASTRA funds unused at the end of a year carry forward to the next ASTRA year to be managed by the incoming Treasurer.

### ASTRA ASSISTANT TREASURER

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The **ASSISTANT TREASURER** is an optional position. This person helps the Treasurer collect and record member dues during meetings, is the second “money counter” when a deposit is being made or funds were raised from a fundraiser, accompanies the treasurer and Altrusan to the bank for deposits when possible and may be a co-signer on the ASTRA Checking account.



## ASTRA COMMITTEE LEADERSHIP INFORMATION

### ASTRA SERVICE CO-CHAIRS RESPONSIBILITIES

*“Never doubt that a small group of thoughtful committed citizens can change the world. Indeed it is the only thing that ever has.”*

*-Margaret Mead*

The Service Co-Chairs are responsible for identifying community needs, brainstorming with club members and seeking out and overseeing the organization of beneficial monthly service opportunities for ASTRA members, in accordance with the purposes of the ASTRA Club. These opportunities may benefit a school or community, a local community organization, may help impact a national or international need, or may support the service efforts of the sponsoring Altrusa club and its District.

All ASTRA Committee Co-Chairs are expected to:

- attend all ASTRA Club meetings, and ASTRA Board meetings as requested by the ASTRA President
- establish goals for their committee for the year
- plan and oversee their committee meetings and activities throughout the year
- try to involve all your ASTRA committee members in the committee process throughout the year
- report on committee activities at each board and club meeting
- promote ASTRA membership
- utilize the expertise of ASTRA Advisors when planning or needing assistance
- log on to the ASTRA International website at <https://astra.altrusa.org> for additional tools that are helpful
- remember that additional duties may be added as needed by the ASTRA Club President.

The Service Co-Chairs:

- Have a plan to start the ASTRA year with some service projects to be done immediately to build interest and involvement in ASTRA.
- Brainstorm with ASTRA members to identify and select projects that are feasible for the club to perform. Altrusa is International! Consider local needs as well as needs somewhere else in the country or the world
- Plan a “quick” hands-on service project that can be done during a meeting each month
- Plan at least one “substantial” hands-on service project each year, allowing time for the planning process, determining timelines, funding and supply needs, identifying who is responsible for what components, coordinating volunteers, and carrying out and evaluating the impact of the project
- Assign someone to take photos during each project
- Secure enough ASTRA volunteers for each service project. Have signup sheets (or a sign-up system) available each month for upcoming projects
- Evaluate and briefly summarize each project. Include what the project was about and its impact, what went well, what could be done to improve the process, how many ASTRA volunteers participated; include photos and keep summaries in the ASTRA Service notebook to be handed down to future Service Chairs.
- Provide a way for ASTRA members to track their service hours throughout the year
- Coordinate with Publicity Co-Chairs to advertise the service projects and create awareness of ASTRA
- Coordinate the submission of an ASTRA Service Award application annually to the Altrusa District for judging and potential cash awards for your club. The application deadline varies but is typically in March.
- Coordinate with ASTRA Advisors to help with some of the sponsoring Altrusa club’s service projects
- Promote ASTRA attendance at the Altrusa District Conference and even the International Convention. Coordinate details and funding with Altrusa ASTRA Advisors.

## SERVICE PLANNING RESOURCES

*“A single act of kindness throws out roots in all directions,  
and the roots spring up and make new trees.”*  
– Amelia Earhart

### IMPORTANCE OF SERVICE

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Service, which is at the core of ASTRA, makes a positive impact and has the power to change the world. ASTRA members have fun together while improving the lives of others in communities around the world through service. While planning and taking part in service activities, ASTRA members not only help others but they also learn leadership and other life skills, develop empathy, discover their own ability to make a difference, and learn the value of giving back to their communities through interaction with leaders in charities, businesses, and their sponsoring Altrusa Club. Service is an essential part of preparing young adults to take responsibility as citizens in a global community. To help your ASTRA club thrive, ensure that service stays at the forefront of monthly ASTRA activities.

### PLANNING ASTRA SERVICE PROJECTS

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#### *Types of projects.*

There are an endless number of service projects that ASTRA members can organize and participate in. You can work on hands-on service projects during meetings, you can help with service projects in the community that you have been asked to volunteer for, you can create your own service projects from scratch, identifying a need in your community, nation or abroad, and you can partner with your sponsoring Altrusa Club to help with some of their service projects during the year. You can also raise money for a worthy cause and donate it.

#### *Hands-on Service Projects.*

All clubs are encouraged to design, plan and carryout *at least one to two hands-on service projects each year* that you have identified a need for and created yourselves. During this process, the ASTRA members do the planning, organizing and decision-making, but this is a great opportunity for Altrusans to mentor, sharing their project planning skills and reminding them of things that will help their project be successful. After any service project, have members reflect on the process, the impact, why it was meaningful, whether it's worth doing again and, if so, with what changes.

#### *Identifying Potential Projects.*

Club members need to choose service projects each year that are meaningful to them and impactful to a community—at home or abroad, that are feasible to carry out, and that maximize membership participation. ASTRA members can brainstorm on needs in your local community that you may be aware of, can talk with your ASTRA Advisors for additional ideas, can contact your local Chamber of Commerce or community leaders to find out about local non-profits or groups who may have a need, and can check on the website [volunteermatch.org](http://volunteermatch.org). Service projects can impact youth, people with disabilities, the elderly, literacy, health care, food and nutrition, education, the environment, animals and more.

Many sample ideas are listed on the ASTRA website as “Types of ASTRA Projects”. Some project examples include doing a food drive for needy families, collecting books or school supplies to donate, collecting tote bags with items for foster children, collecting new coats for children in need or homeless people using shelters, donating stuffed animals to local firefighters for distribution to children, writing encouraging notes to hospital staff, teachers, or retirement center residents, tutoring elementary students, painting rooms in a domestic violence shelter, helping an animal shelter, cleaning up a part of their community, sewing or assembling Days for Girls kits, sending school

supplies or sports equipment to youth in a foreign country, or mailing care packages to servicemembers abroad. Have a brainstorming session to identify needs. There are many ideas and areas of need!

#### *Planning a Local Project:*

When planning a service project, have your members consider the following tips:

- Before the Project: Good planning is crucial! Investigate and assess community needs, brainstorm on projects that can make an impact, choose a project, identify the purpose of the project, learn more about the issue, identify club and community resources, identify what specific supplies and resources will be required, create a timeline, create a budget, create your action strategy with specific steps and dates and who is responsible for what at each stage
- During the Project: gather resources and have them on hand, confirm your volunteers and schedule, implement your plan, work as a team, track the outcomes of your project, document your project with photos and videos, tell your story about what you are doing
- After the Project: Evaluate your project, analyze what went well and what could be improved and document these for the future, describe the impact of the project on the community and the club, showcase your results, send out thank you notes, and celebrate your success with participants, donors and anyone who helped make the project successful.

#### *Planning an International Service Project:*

Every ASTRA club is encouraged to be involved in an international service project. The Service Committee should brainstorm on feasible ideas and plan for a service project that is meaningful to them. As a baseline, follow the above project planning steps but planning a project with international impact requires a little more time, effort, investigation, logistical issues and care. Talk with your Altrusa Advisors for ideas, talk to members of your community who may have international contacts, and consider searching major volunteer databases to see what projects exist in your club's area of interest. The online platforms [givingway.com](http://givingway.com) or [guidestar.org](http://guidestar.org) might give you some ideas of organizations to reach out to help. If you are going to partner with or support an international organization, make sure that they are doing good and necessary work and are ethical. Support international projects that empower the people you are trying to help.

A few examples of longstanding international nonprofits include:

- *Days For Girls,*
- *Soles 4 Souls,*
- *Little Dresses for Africa,*
- *Thirst Project,*
- *Splash.org,*
- *ThinkKindness.org,*
- *Books for Africa, and*
- *the Wheelchair Foundation.*

ASTRA members can also check with their sponsoring Altrusa club to find out about opportunities to assist Altrusans with an international project. Altrusa has focus areas of literacy, international service, Days for Girls, and the Support Our Soldiers project and participates annually in Make A Difference Day projects.



## RECOGNIZED INTERNATIONAL DAYS TO CONSIDER FOR SERVICE

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*January:* National Mentoring Month

*February:* Random Acts of Kindness Week, World Cancer Day

*March:* Read Across America Day, World Water Day, International Wheelchair Day

*April:* Global Youth Service Day, World Health Day, Youth Homeless Matters Day, Arbor Day, Earth Day

*May:* Join Hands Day, Armed Forces Day, Memorial Day (in U.S.), National Kids to Parks Day, World Hunger Day

*June:* World Environment Day, Flag Day, International Children's Day, National Pen Pal Day

*July:* International Day of Friendship, Mandela Day

*August:* International Youth Day, World Humanitarian Day

*September:* International Literacy Day, World Suicide Prevention Day, Hunger Action Month

*October:* **Make A Difference Day**, World Day of Bullying Prevention, International Day of Older Persons, World Food Day, United Nations Day, Distracted Driving Awareness Month

*November:* World Kindness Day, Veterans Day (in U.S.), National Recycle Day

*December:* International Day of Persons with Disabilities, Human Rights Day

## SIGNING UP FOR SERVICE AND RECORDING SERVICE HOURS

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ASTRA Club Officers and Service Co-Chairs determine their method for having members signing up for service projects within their club, as well as for tracking service hours. This may include paper sign-ups, the Remind app and other methods. While there is no minimum requirement for service hours in ASTRA, members are encouraged to actively participate in ASTRA service projects and to aim for at least 30 hours of service each year.

## ASTRA SERVICE AWARDS

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Each Altrusa District recognizes the service work that their ASTRA Club members are contributing to communities. The ASTRA Service Award program was established by Altrusa International and is funded by the Altrusa International Foundation to recognize outstanding ASTRA Clubs for their achievements in service.

ASTRA Service Award applications may be submitted annually by each ASTRA club to the District ASTRA Chair, typically by March 1<sup>st</sup>. Applications and information on the guidelines are available on the ASTRA website, <https://astra.altrusa.org>. Awards are presented annually at each District Conference and International Convention.

## ASTRA AT ALTRUSA DISTRICT CONFERENCE

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ASTRA members are invited and encouraged to participate in the annual Altrusa District Conference to be exposed to our larger organization of ASTRA members and Altrusans, to encourage networking, to provide opportunities for ASTRA service and workshop presentations at the District conference, to learn about Altrusa, and to encourage future community service and even Altrusa membership. Sponsoring Altrusa clubs often will assist with some financial support of ASTRA members at district conference and ASTRA clubs can fundraise during the year as well.



## ASTRA MEMBERSHIP CO-CHAIRS RESPONSIBILITIES

*“Alone, we can do so little; together we can do so much.”  
-Helen Keller*

The Membership Co-Chairs are responsible for continually promoting membership in ASTRA by generating membership interest and for planning and promoting fun social activities for ASTRA members. They also maintain membership records and assist with the planning of the Installation and Initiation ceremonies.

All ASTRA Committee Co-Chairs are expected to:

- attend all ASTRA Club meetings, and ASTRA Board meetings as requested by the ASTRA President
- establish goals for their committee for the year
- plan and oversee their committee meetings and activities throughout the year
- try to involve all your ASTRA committee members in the committee process throughout the year
- report on committee activities at each board and club meeting
- promote ASTRA membership
- utilize the expertise of ASTRA Advisors when planning or needing assistance
- log on to the ASTRA International website at <https://astra.altrusa.org> for additional tools that are helpful
- remember that additional duties may be added as needed by the ASTRA Club President.

The Membership Co-Chairs:

- Plan ways to actively recruit new members to ASTRA each year. This may be done in a variety of ways including reaching out to students in a school, participating in a club fair, hanging flyers or posting reader board and social media messages of upcoming meetings, or organizing fun recruitment events
- Remember that there are no “admissions eligibility” requirements for ASTRA: all young men and women ages 11 to 25 (within what’s appropriate for your type of club, as established in your club’s charter and Bylaws) are welcome to join ASTRA to develop their leadership skills and grow through service
- Ensure that all members complete an ASTRA Membership form and a Photo Release Form signed by themselves or, if a minor, by their parent/guardian every year. ASTRA Clubs maintain their own database.
- Plan periodic fun celebrations and social activities for members, such as celebrating member’s birthdays at meetings, or organizing activities such as bowling, ice skating, pumpkin carving, corn mazes, hikes, trivia quizzes, baby photo competitions, a movie-watching night, or a game night
- Help plan the ASTRA Officer Installation Ceremony and Membership Initiation activities during the year
- Coordinate with Altrusa Advisors to have a joint social event with the sponsoring Altrusa club each year
- Remind ASTRA members that there are ASTRA Scholarships available each year from the Altrusa International Foundation. Information is on the ASTRA website at <https://astra.altrusa.org>
- Write a brief summary of each membership recruiting activity and social event (what the activity was, steps to be taken during planning, what went well, what could be done to improve the process, how many ASTRA members participated), include photos and keep it in the ASTRA Membership notebook to be handed down to future Membership Chairs.

## MEMBERSHIP PLANNING RESOURCES

*“The strength of the team is each individual member.  
The strength of each member is the team.”  
-Phil Jackson*

### WHO CAN JOIN ASTRA?

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Membership in ASTRA is all-inclusive and is open to youth/young adults, both males and females, between the ages of 11 to 25 years. This age spans allow for those in the community who may still be enrolled in school, are interested in leadership development and service opportunities but are not yet considered eligible for membership in Altrusa to be active in ASTRA. Follow your club bylaws for membership parameters.

### MEMBERSHIP FORMS

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All ASTRA members are required to complete an **ASTRA Membership form** and to have a **Photo Release Form** signed by themselves or, if a minor, by their parent/guardian every year. Altrusa International does not keep membership data on any members who are minors. ASTRA Clubs maintain their own membership database.

### ATTENDANCE AT ASTRA MEETINGS

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ASTRA members are very busy and may not be able to attend all ASTRA meetings, but consistency is possible and important to help encourage commitment. Meeting as members once a month at a consistent date, time and place will help ASTRA members build the meetings into their routine. Some clubs decide to meet twice a month.

Having a project and/or program at each meeting will encourage participation. Activities that build relationships around service will help students make ASTRA a priority. For all meetings, as well as projects, it is good practice to have a [sign-in sheet](#) for members to use.

### PLAN FUN MEMBERSHIP ACTIVITIES

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Making club meetings both productive and fun takes a little creative planning but helps immensely with membership retention and recruitment. Have the Membership Committee change things up from time to time: have members sit in different places, decorate the meeting space, bring food, or consider meeting outside. Celebrate members birthdays during every meeting. Consider recognizing an outstanding ASTRA Member of the Month or of the Quarter.

Plan periodic fun seasonal membership activities during meeting times, such as Halloween pumpkin carving or a pot-luck, or plan some fun activities outside of meeting such as games night, bowling, going to a corn maze, or doing a scavenger hunt. Have your Program Co-Chairs organize motivational or informative speakers. Schedule some fun joint activities with your sponsoring Altrusa club members. Club meetings should not be stale and boring. Get creative and make them fun!

ASTRA Clubs are encouraged to recognize the contributions of outstanding members at the end of each year. Awards can be voted on by club members and given for anything the club chooses to recognize.

## ASTRA PUBLICITY CO-CHAIRS RESPONSIBILITIES

*“Make it simple. Make it memorable. Make it inviting to look at.”*  
– Leo Burnett

The Publicity Co-Chairs are responsible for proactively publicizing ASTRA meetings, activities and events to club members, Altrusans and to the larger community. With an understanding of the benefits of being an ASTRA member and its leadership and service opportunities (among others), incorporate positive ASTRA information into press releases and community publicity.

All ASTRA Committee Co-Chairs are expected to:

- attend all ASTRA Club meetings, and ASTRA Board meetings as requested by the ASTRA President
- establish goals for their committee for the year
- plan and oversee their committee meetings and activities throughout the year
- try to involve all your ASTRA committee members in the committee process throughout the year
- report on committee activities at each board and club meeting
- promote ASTRA membership
- utilize the expertise of ASTRA Advisors when planning or needing assistance
- log on to the ASTRA International website at <https://astra.altrusa.org> for additional tools that are helpful
- remember that additional duties may be added as needed by the ASTRA Club President.

The Publicity Co-Chairs:

- Ensure that information about all ASTRA Club activities is sent to all ASTRA members and the Altrusa Advisors each month
- Coordinate with other ASTRA committees and create timelines in advance of events such as service projects, fundraisers or fun membership events to allow people to hear about the event
- Create publicity plans that include all details of an event—date, time, location, what to wear, if there’s a cost, who can attend, and so on
- Consider all available methods to publicize meetings and ASTRA events through schools, apps (such as Remind), posters and flyers, bookmarks, ASTRA buttons, ASTRA balloons, emails, ASTRA Facebook, Instagram and other social media posts, etc.
- Contact the local media—newspapers, radio stations, tv stations, etc.--to share your ASTRA information. Submit all press releases to the ASTRA Advisors for approval before sending to public media.
- Encourage ASTRA members to wear their ASTRA t-shirts—it’s easy publicity!
- Encourage ASTRA members to be active in promoting ASTRA on social media sites
- Don’t forget to take photos of all ASTRA activities—service projects, membership activities, meetings, installation ceremonies, joint projects with Altrusans--throughout the year. Share the photos on social media, with local media, and with Altrusa ASTRA Advisors so that they can share them with their district and with Altrusa International for the website and International ASTRA newsletter
- Confirm with the Membership Committee that each ASTRA member has a signed Photo Release form on file each year before taking photos.

## PUBLICITY PLANNING RESOURCES

*“Today is not just another day. It’s a new opportunity, another chance, a new beginning. Embrace it.”  
-Steve Jobs*

It’s important to promote your ASTRA Club and to make sure that the public, ASTRA club members and Altrusans are kept informed of what the ASTRA members are doing in their community.

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### HOW TO PUBLICIZE ASTRA ACTIVITIES AND MEETINGS

Each club can determine how to best publicize their meetings. Some clubs use social media or send a Remind message, email or text. Other clubs have flyers and messages at the school along with ASTRA Facebook messages. Whatever the method, make sure all members regularly receive notices about ASTRA meetings and activities.

Encourage your ASTRA Club members to create a newsletter and/or social media postings of the ASTRA events, service activities and any fundraising activities they will be doing during the month. Contact the local newspaper editor to list the achievements of the ASTRA Club and the projects being held during the month and submit press releases with photos to the local paper for feature articles after a service project. Include email addresses for the President, the Service Co-Chairs, and the Altrusa ASTRA Advisor.

Altrusa International has an ASTRA Facebook page. Send photos and info to share to [altrusa@altrusa.org](mailto:altrusa@altrusa.org) so that they can potentially be used on the international Facebook page or website.

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### WEAR YOUR ASTRA T-SHIRTS

Encourage ASTRA members to wear their ASTRA t-shirts, especially when doing community service. These bright t-shirts help bring attention to your club activities. ASTRA t-shirts can be printed locally using the ASTRA logo.

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### DISPLAY YOUR ASTRA FLAG OR BANNER

When your ASTRA Club is having ceremonies, working on service projects or fundraisers in public, or giving a presentation, have your ASTRA flag or banner on display. This is a great way to get the attention of the public.

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### ALTRUSA INTERNATIONAL PHOTO RELEASE IS MANDATORY

Make sure each ASTRA member has a signed Photo Release form on file each year, and if they are not willing to have a signed photo release form, ensure that photos are not taken and used with those individuals in the photos. Altrusa International has an existing policy that requires written consent from ASTRA members and/or their guardians who appear in photos.



## ASTRA FINANCE AND FUNDRAISING CO-CHAIRS RESPONSIBILITIES

*“Fundraising is the gentle art of teaching the joy of giving.”  
-Hank Rosso*

The Finance and Fundraising Co-Chairs are responsible for overseeing the creation and organization of all fundraising activities that raise money for designated ASTRA club projects or activities, helping determine the club budget with the ASTRA officers and ensuring that club money is used for designated projects.

All ASTRA Committee Co-Chairs are expected to:

- attend all ASTRA Club meetings, and ASTRA Board meetings as requested by the ASTRA President
- establish goals for their committee for the year
- plan and oversee their committee meetings and activities throughout the year
- try to involve all your ASTRA committee members in the committee process throughout the year
- report on committee activities at each board and club meeting
- promote ASTRA membership
- utilize the expertise of ASTRA Advisors when planning or needing assistance
- log on to the ASTRA International website at <https://astra.altrusa.org> for additional tools that are helpful
- remember that additional duties may be added as needed by the ASTRA Club President.

The Finance and Fundraising Co-Chairs:

- Brainstorm with ASTRA members to identify and plan fundraisers that are feasible for the club to perform, after considering the club account balance and the financial needs of the various ASTRA committees
- Plan at least one fundraising event each year, allowing time for the planning process, determining timelines, funding and supply needs, identifying who is responsible for what components, coordinating volunteers, and carrying out and evaluating the impact of the fundraiser
- Coordinate with the Publicity Co-Chairs to advertise the fundraisers
- Ensure that any funds that were raised for a specific purpose are actually used for those purposes before the end of the ASTRA year
- Coordinate with Altrusans to potentially raise funds for ASTRA members to attend the Altrusa District Conference, determining how much is needed and how much the Altrusa club will be helping
- Write a brief summary of each fundraiser (what the event was, what went well, what could be done to improve the process, how many ASTRA volunteers participated, how much money was raised, what the funds were used for), include photos and keep summary in the ASTRA Fundraising notebook to be handed down to future Fundraising Chairs.

## FINANCE AND FUNDRAISING PLANNING RESOURCES

*“An optimist will see an opportunity in every challenge;  
a pessimist will see a challenge in every opportunity”  
- Winston Churchill.*

### WHERE DOES MONEY FOR ASTRA COME FROM?

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There are several sources of ASTRA funding:

- The **sponsoring Altrusa Club** typically will contribute some money annually to the ASTRA Club that they sponsor. This money may be presented by Altrusa at the annual ASTRA Officer Installation Ceremony and may be given for the club to use as needed.
- The **ASTRA Finance & Fundraising Committee plans and conducts fundraisers**, coordinating with the Service Committee in developing ideas for fundraising activities based on the project needs of the ASTRA club. As part of the planning process, the club should identify what the funds are designated for.
- **ASTRA Dues:** Some ASTRA clubs have no dues requirement, but if an ASTRA Club votes to have required or optional dues, those dues should be nominal and affordable to the local members. That is up to the ASTRA club members to decide, with Altrusa approval.
- **Donations:** While not typical, donations may be offered to ASTRA clubs by a local organization or person(s) to show appreciation for ASTRA members helping with a project or community activity.

### ALTRUSA INTERNATIONAL FOUNDATION SERVICE GRANTS

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The **Altrusa International Foundation** also provides some funding opportunities. New ASTRA Clubs chartered September 1, 2019 or later may receive a one-time grant up to \$2,000 to begin service in their communities. The application must be received within one year of the charter date.

In addition, all ASTRA Clubs may apply for one service grant per cycle in the fiscal year. Applicants may request between \$250.00 and \$4,000.00. These funds may assist your ASTRA club in performing a service project that it might not otherwise be able to do because of the need for funding. There are two application cycles each year, with applications due September 15<sup>th</sup> or March 15<sup>th</sup>. More information regarding the guidelines and application is available on the Altrusa International Foundation website, <https://foundation.altrusa.org/grants-awards/>

### PLANNING AN ASTRA BUDGET

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ASTRA clubs are encouraged to have a basic budget that reflects their anticipated income and expenses for the year. This exercise can be a great learning experience for ASTRA members, and helps each committee align their goals with the financial needs of their activities. The ASTRA Club Treasurer is a member of the Finance & Fundraising Committee and monitors all bills and expenses against the budget.

**ASTRA CLUB OF \_\_\_\_\_ BUDGET (Sample)**

June 1, \_\_\_\_\_ - to May 31, \_\_\_\_\_

Proposed:                  Actual:

**REVENUES**

Altrusa Club Financial support for club	\$300
Altrusa Club Financial support for district conference	\$300
Membership Dues (\$5) <i>(-if collected by club)</i>	\$125
Fundraiser #1 Income	\$80
Fundraiser #2 Income	\$350
Grant award from Altrusa International Foundation	\$0
Community Service Donations from event #1	\$85
Community Service Donations from event #2	<u>\$60</u>
<b>TOTAL REVENUES:</b>	<u><b>\$1300</b></u>

**EXPENSES**

Club

New Member t-shirts	\$120
Publicity	\$20

Community Service

Major Service Project expenses	\$340
Small Service Project expenses	\$120
International Service Project expenses	\$160

Fundraising

Fundraiser #1 expenses	\$30
Fundraiser #2 expenses	\$50

Membership Socials expenses	\$60
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District Conference Attendance expenses	\$300
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Carryover to next year	<u>\$100</u>
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<b>TOTAL EXPENSES:</b>	<u><b>\$1300</b></u>
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## ASTRA FUNDRAISING IDEAS

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Fundraising allows ASTRA members to raise money for designated projects or club activities. One of the big decisions each year is for ASTRA members to decide what type of fundraiser to do. The possibilities are endless, so get creative!

Create a meaningful reason to raise funds. What is a realistic fundraising goal and timeline and what will the money be used for? Who will buy what the ASTRA members are selling? Have the ASTRA members set goals and plan the details of their fundraising campaign (including venues, supplies, tickets, food, advertising, volunteers), assign responsibilities to the Fundraising Committee members, work with the Publicity committee to advertise the event well through social media and other means, consider collaborating with a local organization to match funds (including Altrusa), and try to connect the ASTRA members with the people whom they are going to be helping with the funds.

There are three broad categories of fundraisers: *seasonal event fundraisers* (Halloween, Christmas, Valentines, Graduation, etc.), *item fundraisers* (selling food, merchandise, pins, etc.), and *project fundraisers* (providing a service to raise money, such as car washes, carnival booths, dances, etc.)

Some examples of fundraisers include:

- Car washes or dog washes
- Community yard sales
- Bake sales or an Ice cream Social
- Face Painting for children at an Altrusa or community event
- Pay to guess how many jelly beans in the jelly bean jar
- Photo booths
- Selling concessions during a sports season in a school or for a community event
- Selling spirit beads or buttons with pictures of athletes at school athletic events
- Selling items with your school logo, if allowed
- Selling doughnuts to students on their way to class in the morning
- Selling water bottles at community events
- Selling Crush soda before Valentines week with valentines attached for their “crush”
- “Selling” ASTRA services, done as a group – eg. yard cleanup, window washing, babysitting
- Selling items related to holidays—wreaths, valentines, etc.
- Selling turkey grams, ghoulish grams or bunny grams
- Hosting a themed dance at school or after a sporting event
- Hosting a Halloween Costume Party
- Hosting a Spaghetti Dinner
- Hosting a Board Game Tournament or Trivia Night
- Kiss a Senior Goodbye: take pre-orders and pre-payments for bags of chocolate kisses and messages to be delivered to graduating seniors; advertise to students during lunch periods and to parents
- Collecting and recycling aluminum cans
- Coordinate with a local restaurant to donate a percentage of funds on a specific night to ASTRA

After each fundraising event, ASTRA members should evaluate the project, analyze what went well and what could be improved and document these for the future, send out thank you notes, and celebrate your success with participants, donors and anyone who helped make the fundraising project successful.

Depending on whether your club is a school club, double check with your school or college/university policies or student affairs office about student club fundraisers. Some schools require approval before a fundraising event so that there are not conflicting fundraisers going on simultaneously, and some have other procedures that must be followed.

## ASTRA PROGRAMS CO-CHAIRS RESPONSIBILITIES

*“Live as if you were to die tomorrow.  
Learn as if you were to live forever.”  
-Mahatma Gandhi*

The Programs Co-Chairs are responsible for helping make meetings interesting and informative in ways that encourage personal development. They plan, contact and invite interesting speakers to talk with ASTRA members at some of the ASTRA meetings throughout the year. Speakers can present information about community organizations, careers, leadership, cultural or holiday traditions, the arts, social services and community needs, hobbies, job-hunting skills such as job interviews, international awareness, and other appropriate topics of interest to club members.

All ASTRA Committee Co-Chairs are expected to:

- attend all ASTRA Club meetings, and ASTRA Board meetings as requested by the ASTRA President
- establish goals for their committee for the year
- plan and oversee their committee meetings and activities throughout the year
- try to involve all your ASTRA committee members in the committee process throughout the year
- report on committee activities at each board and club meeting
- promote ASTRA membership
- utilize the expertise of ASTRA Advisors when planning or needing assistance
- log on to the ASTRA International website at <https://astra.altrusa.org> for additional tools that are helpful
- remember that additional duties may be added as needed by the ASTRA Club President.

The Programs Co-Chairs:

- Brainstorm on potential speakers who would be of interest to club members and create a schedule for when different speakers could speak throughout the year
- Present potential speaker ideas to the ASTRA Board and Altrusa Advisors for approval before inviting the speaker
- Call potential speakers to explain what ASTRA is about, to invite the speaker to present at an ASTRA meeting and to share the meeting information with the speaker including the date, amount of time to speak during the meeting, what time to arrive, the address to come to, as well as getting their mailing address for a thank you note to be sent afterward. Confirm if a speaker would need any audiovisual equipment (if it's available). Mention that they can bring handouts and how many club members you have.
- Introduce the speaker to ASTRA members prior to the presentation being given and thank them at the end of their speech
- Do not schedule controversial or political speakers
- Contact Altrusans to have them provide a list of potential community speaker names and contact info for you if needed
- Write thank you notes to speakers within a few days of them speaking (or coordinate with the ASTRA Club Secretary to do this)

## PROGRAM PLANNING RESOURCES

Considering the interests of your club, invite speakers to discuss their careers, their travels, or invite someone from Bikers Against Child Abuse, the local Humane Society, Domestic Violence Shelter, City Administrators, Judges, FBI agents, business owners, Veterans, local artists, community leaders or other inspirational people.

## ASTRA NOMINATIONS AND ELECTIONS CO-CHAIRS RESPONSIBILITIES

*“Somewhere inside all of us is the power to change the world.”  
-Roald Dahl*

The Nominations Co-Chairs are responsible for overseeing election of ASTRA officers and committee co-chairs each year, following the articles of the ASTRA club’s bylaws. Current officers may not serve on the Nominations Committee unless they are seniors, and anyone running for office may not serve on the Nominations Committee. The Nominations Committee usually consists of two to three members.

All ASTRA Committee Co-Chairs are expected to:

- attend all ASTRA Club meetings, and ASTRA Board meetings as requested by the ASTRA President
- establish goals for their committee for the year
- plan and oversee their committee meetings and activities throughout the year
- try to involve all your ASTRA committee members in the committee process throughout the year
- report on committee activities at each board and club meeting
- promote ASTRA membership
- utilize the expertise of ASTRA Advisors when planning or needing assistance
- log on to the ASTRA International website at <https://astra.altrusa.org> for additional tools that are helpful
- remember that additional duties may be added as needed by the ASTRA Club President.

The Nominations Co-Chairs:

- ensure that the method of electing officers is in compliance with ASTRA club bylaws and has ASTRA Advisor approval
- ensure that officer elections occur prior to the end of the ASTRA year
- plan the election process and have any supplies on hand at the election meeting (ballots, pens, etc.)
- ensure that there are nominees for each office to be filled
- coordinate with the Publicity Co-Chairs to publicize the meeting date of elections in advance, as well as club officer descriptions
- maintain confidentiality and do not disclose the actual number of votes received for those members who ran for various offices, announcing only the winner of each office



## ASTRA BYLAWS CO-CHAIRS RESPONSIBILITIES

*“The time is always right to do what is right.”  
-Martin Luther King, Jr.*

The Bylaws Co-Chairs are responsible for the adoption of and amendments to the bylaws of the ASTRA Club. They also endeavor to make sure the club operates in accordance with the bylaws.

ASTRA Club Bylaws are created when an ASTRA club charts, and follow the Altrusa International requirements. Changes are not typically needed to an ASTRA club's bylaws. However, any club can consider amending their bylaws if there is a good reason to and if this has been discussed and agreed upon with the Altrusa ASTRA Advisors. The Bylaws Committee usually consists of two members.

All ASTRA Committee Co-Chairs are expected to:

- attend all ASTRA Club meetings, and ASTRA Board meetings as requested by the ASTRA President
- establish goals for their committee for the year
- plan and oversee their committee meetings and activities throughout the year
- try to involve all your ASTRA committee members in the committee process throughout the year
- report on committee activities at each board and club meeting
- promote ASTRA membership
- utilize the expertise of ASTRA Advisors when planning or needing assistance
- log on to the ASTRA International website at <https://astra.altrusa.org> for additional tools that are helpful
- remember that additional duties may be added as needed by the ASTRA Club President.

The Bylaws Committee Co-Chairs:

- are familiar with the ASTRA Club's Bylaws
- examine the club bylaws, policies and procedures and submit any necessary or recommended revisions to the ASTRA board, if necessary
- cooperate with the ASTRA Board in drafting proposed amendments to the bylaws
- cooperate with the Board in interpreting the spirit of the bylaws when necessary
- consult with Altrusa ASTRA Advisors if bylaws changes are made to file these changes with the Altrusa International Office.

## CLUB GOVERNANCE AND ADMINISTRATION

*“Leadership is the art of giving people a platform for spreading ideas that work.”  
– Seth Godin*

### ASTRA OFFICERS AND BOARD

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The ASTRA Club’s Board of Directors consists of the following elected officers: President, Vice President, Secretary, Treasurer, Immediate Past President (if that ASTRA member is still a member of the ASTRA Club), and additional officers as deemed necessary and voted on by the board. Some clubs may have other officers such as an Assistant Treasurer or shared positions. These officers have their duties prescribed in their ASTRA Club Bylaws. The Board is the governing body for the club and typically meets once a month. Club members in good standing may attend board meetings as observers.

### ASTRA BOARD MEETINGS

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Regular meetings of the ASTRA Board shall be held monthly or as described in club bylaws, at a designated time and place. ASTRA Officers constitute the Board but Committee Co-Chairs may also be invited. ASTRA Advisors should also be present for Board meetings. The ASTRA Club President sets the agenda for Board meetings, in conjunction with the ASTRA Advisors.

Board meetings allow the officers of the club to discuss the club, set the upcoming meeting agenda, have bills paid by the treasurer, have the secretary report on and complete correspondence, discuss project ideas with the ASTRA Committee Co-Chairs and Altrusa Advisors, discuss any other club business, and determine what needs to be voted on during the club meeting by the general membership.

Board meetings are optional during months in which the Club does not meet. Special meetings of the Board of Directors may be called jointly by the President and the Altrusa advisors. A majority of the ASTRA Board of Directors shall constitute a quorum. ASTRA club members may attend board meetings.

### SUCCESSFUL ASTRA CLUB MEETINGS

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Regular meetings are for the entire ASTRA membership and should include information about upcoming projects, a wrap-up of recent projects, a request of the membership for new project ideas, and when feasible should also include a program and/or service project for the members to complete during the meeting time. A sample Regular Meeting Agenda is available on the ASTRA website: <https://astra.altrusa.org>. It is the responsibility of the ASTRA Club President to start meetings on time and end meetings on time.

It is important to plan an agenda and the timing of agenda items, to establish who will facilitate the meeting, prepare to introduce speakers, and allow time for committees to report on their work. Utilize Robert's Rule of Order, have your Service Committee plan a hand-on service project during meetings if possible, and have your Membership Committee plan some fun activities together as members. Monthly ideas for ASTRA club activities and a sample year’s calendar can also be found on the ASTRA website.

## ASTRA OFFICER ELECTIONS

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The ASTRA officers are elected by their fellow ASTRA members during elections each year. The term of office of each officer shall be one year. No officer shall hold the same office for more than two consecutive terms, but to maximize leadership opportunities for members, one year is encouraged for each office. Any part of a term equating or exceeding one-half of the regular term shall be considered a term, in deciding eligibility for re-election.

The ASTRA Nominations Committee oversees elections. Elections of officers are commonly held at the end of the ASTRA/school year so that the club has its leadership team ready to go upon the starting of the new year. Some ASTRA clubs hold elections of officers or of committee co-chairs at the beginning of the new ASTRA/school year to allow for any changes in membership that may have occurred since the end of the previous year.

## GOVERNANCE: YOUR CLUB'S BYLAWS

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ASTRA Clubs are guided and governed by their ASTRA Club Bylaws, which are created and adopted at the time the ASTRA club is chartered. Bylaws ensure that the club will operate in a consistent manner over time, regardless of who is in charge, and that the ASTRA club activities and processes are in alignment with Altrusa International bylaws and policies. Club bylaws may be amended. Officers should be familiar with their club bylaws.

## THE ROLE OF ALTRUSA ASTRA ADVISORS

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Each Altrusa Club sponsoring an ASTRA Club must have at least two Altrusa ASTRA Advisors. The key role of Altrusa ASTRA Advisors is broad oversight of ASTRA club activities and mentoring of ASTRA members. Altrusa ASTRA Advisors attend all ASTRA meetings and as many ASTRA service projects and activities as possible, ensuring that ASTRA club policies and procedures are being followed.

Altrusa members serve a vital role in strengthening ASTRA and can bring helpful ideas to members while allowing the ASTRA members to make decisions for their Club and its members. ASTRA Advisors *do not run the ASTRA meetings* or projects; the ASTRA members do. Altrusans provide support and mentoring during meetings and projects. Altrusan Advisors also are the liaisons between the ASTRA Club, the Altrusa Club and the school, and help to encourage and facilitate ASTRA-Altrusa joint projects and celebrations periodically throughout the year.



## PRESIDING EFFECTIVELY: ROBERT’S RULE OF ORDER FOR ASTRA

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Participating in an ASTRA Club business meeting allows members an opportunity to plan, evaluate, discuss and decide on goals of the club. However, the ASTRA Club President needs to foster an inclusive environment where all members have a voice in their club.

Parliamentary Procedure provides a framework that allows a meeting to be run efficiently with all members having an equal voice in their club’s decisions. Robert’s Rule of Order is the oldest and most commonly used guide to parliamentary procedure, providing common rules and procedures for deliberation and debate during a meeting. It is a meeting protocol that is almost universally accepted for conducting business meetings and making group decisions in an orderly fashion. Written by Henry M. Robert, the first edition of Robert’s Rule of Order appeared in 1876 and has been revised and used by organizations since then.

ASTRA Club officers are encouraged to become familiar with Robert’s Rule of Order and to learn to use it effectively during their club meeting discussions and votes. Learning the basics of parliamentary procedure provides a life skill that enhances critical thinking, problem solving, communication and collaboration skills. However, under no circumstances should “undue strictness” or lack of knowledge of proper parliamentary procedure be allowed to limit full participation of ASTRA members.

<b>CALL TO ORDER</b>	
President	Two taps of the gavel. <i>“The meeting of the ASTRA Club of _____ will please come to order.”</i> Waits for perfect order (quiet). Ascertains if a quorum is present.
<b>INTRODUCTION OF GUESTS AND NEW MEMBERS</b>	
President	<i>“We are pleased to welcome _____ as a guest to our meeting. Thank you for joining us today”</i>
President	<i>“The Membership Chair will welcome new members.”</i>
Membership Chair	<i>“We are pleased to introduce the following new ASTRA members: _____.... Our club now has _____members. ”</i> Clubs may announce and celebrate birthdays of ASTRA members.
<b>SECRETARY’S REPORT &amp; MINUTES</b>	
President	<i>“The Secretary will read any correspondence to the club.”</i>
Secretary	Secretary reads any correspondence to club members. Any action that may arise from the reading is deferred until unfinished or new business is taken up.
President	<i>“The Secretary has distributed the minutes of the preceding meeting.”</i> <i>“Are there any corrections or additions?”</i> If no corrections: <i>“There being none, the minutes stand approved as presented.”</i> (No vote is necessary) If any corrections have been made: <i>“The Secretary will please make the correction. If there are no further corrections or additions, the minutes stand approved as corrected.”</i>

<b>TREASURER'S REPORT</b>	
Treasurer	The Treasurer gives the treasurer's report with account balances and summary of income and expenditures since the last meeting.
President	<i>"Are there any questions?"</i> Treasurer answers questions. <i>This report was read for your information and will be placed on file."</i> No action is taken on the unaudited report of the treasurer.
<b>COMMITTEE REPORTS</b>	
	Standing Committees: Membership, Service, Finance & Fundraising, Publicity, Programs, Bylaws, Nominations & Elections. Committee Co-Chairs should report back to the club to inform them of what their committee has been working on and their suggestions for the club. The club may have to vote on something that the committee suggests. 1) Reports which contain only facts, opinions, or a report of work done require no action. 2) If a report contains recommendations or resolutions, action must be taken. They should be put at the end of the report, and the reporting member should move that they be adopted. If there is more than one, action should be taken on each recommendation separately.
President	<i>"The _____ Committee will present its committee report."</i>
Committee Chairs	Committee Chairs give reports
President	<i>"Thank you. The next committee report is ....."</i>
<b>UNFINISHED BUSINESS</b>	
	The President has a record of the unfinished business on the agenda (after referring to the minutes of the last meeting to review business that was discussed and still has decisions to be made) and presents it for consideration and action. It includes: A. Business postponed from the previous meeting to this. B. Business on which action was not completed at the previous meeting.
President	<i>"Our first item of unfinished business is ....."</i> The President or Committee Chair helps lead the discussion. Continue with other items of old business
<b>NEW BUSINESS</b>	
President	<i>"Our first item of new business is....."</i> The President or Committee Chair helps lead the discussion about each business item. If a decision needs to be made, the president will accept a motion from the floor and a vote will be held. New business is introduced by a motion or by a resolution. A motion is an idea or a suggestion that a member or committee wants the group to consider and have the group vote on.
President	The procedure in dealing with a motion is as follows: A. Obtain the floor—Member stands and addresses the President. B. Member makes the motion— <i>"I move that ....."</i> C. Second the motion—Any other member, without rising, says <i>"I second the motion."</i> (If the motion is not seconded, the presiding officer may say <i>"There being no second, the motion is not before the club."</i> )

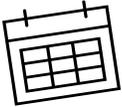
	<p>D. The motion is stated by the President— <i>“The motion has been moved and seconded to _____ . Is there any discussion?”</i></p> <p>E. Discussion—Rules for discussion: Speakers must 1) be entitled to the floor, 2) address their remarks to the chair; be courteous; avoid all personalities, 3) confine discussion to the question pending, and 4) observe the rules as to the number of times and number of minutes they may speak to a question. Any member may raise their hand and share their views about the issue when the president calls on them.</p> <p>F. Put the question—  <i>“If there is no further discussion, then we will vote. The motion before us is _____.”</i>  <i>“All those in favor of the motion, say ‘Aye,’ “</i>  <i>“All those opposed, say ‘No’.:”</i></p> <p>G. Announce the outcome of the vote—  <i>“The motions carries (or fails, depending on the vote)”</i>          (If the result is close or doubtful, the President calls for raising hands vote first for the affirmative and then for the negative).          When the vote is a tie, the motion is lost (unless the presiding officer votes in the affirmative in order to break the tie and carry the motion.)          One tap of the gavel to announce results of the vote.          Continue with other items of new business.</p>
<b>PROGRAM</b>	
President	<i>“The Programs Chair will introduce our speaker.”</i>
Program Chair	<p><i>“We are pleased to welcome _____ as our speaker at this meeting. _____ is the _____ (provide brief intro). Thank you for joining us today”</i></p> <p>Speaker makes presentation. Allow time for questions.          The President thanks speaker.</p>
<b>ANNOUNCEMENTS</b>	
President (and any other member)	<p>The President makes any announcements such as the next meeting date and other important information or activities.  <i>“Are there any other announcements?”</i></p>
Any Member	<p>The President may recognize a Committee Chair or other member to make additional announcements, such as upcoming service project dates, or the Secretary to ask for members to sign a thank you card.</p>
<b>ADJOURNMENT OF MEETING</b>	
President	<p>Meeting can be adjourned either way—          A. By motion from a member or          B. By general consent:  <i>“If there is no further business, this meeting is adjourned.”</i>          One tap of the gavel.</p>

# ASTRA MONTHLY CHECKLIST

*“Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning, and focused effort.”*  
*-Paul J. Meyer*

The following list will help guide you on the tasks that need to be planned for and completed throughout the ASTRA year, by ASTRA members and by Altrusa ASTRA Advisors. The Altrusa year is June 1- May 31.

**Adapt the checklist to meet the needs of your ASTRA Club**, taking into account the local school year calendar, local culture and needs of your Altrusa and ASTRA clubs.



## JULY:

- Schedule a joint planning meeting of the new ASTRA Officers and Committee Chairs and the Altrusa Advisors for August
- Make sure ASTRA Officers and the Service Committee Co-Chairs know about the Altrusa International Foundation Grant deadlines for service projects: September 15<sup>th</sup> and March 15<sup>th</sup>

## AUGUST:

- Attend the ASTRA-Altrusa joint planning meeting with ASTRA officers and Committee Chairs and Altrusa Advisors; review roles and responsibilities for the year, review the ASTRA club bylaws, discuss upcoming service opportunities and membership recruitment activities to kick off the year
- Have ASTRA Officers participate in leadership training to maximize success for their year
- Encourage the planning of the initial service projects to have fun and help recruit new members
- Schedule a date for the ASTRA Officer Installation and new member Initiation ceremonies

## SEPTEMBER:

- Membership Co-Chairs: As school starts back, this is a great time to establish a membership goal for the coming year, actively recruit new ASTRA members and update membership records
- Some ASTRA Clubs hold their Officer elections in the fall, or elect additional Committee Co-Chairs in the fall
- Some ASTRA Clubs have their Treasurer's collecting dues as club meetings resume in the fall
- Planning: Committee Chairs set their committee goals and timelines for the year
- Service Co-Chairs: discuss which service ideas you want to pursue during the upcoming year and create a calendar and timeline; assign project co-chairs to share leadership opportunities with various committee members
- Plan a Make a Difference Day project for October. ASTRA can create its own project or help with the planned Altrusa project
- Plan a fun fall membership activity
- Fundraising Co-Chairs: analyze need for fundraisers to support club projects and create a fundraising plan with timeline

- Service Co-Chairs: September 15<sup>th</sup> is the deadline for the first round of Altrusa International Foundation grants for ASTRA service projects
- Service: Plan an ASTRA Service project that you can submit for the District ASTRA Service Award. The application typically is due in March, but may vary by District.
- Program Co-Chairs: schedule speakers for the year; ASTRA Advisors can help with a list and contact information of potential speakers as needed
- Invite Altrusans to attend ASTRA meetings periodically during the year

#### OCTOBER:

- Conduct the Make a Difference Day Project on or close to the actual date
- Fundraisers are often successful at this time of year
- Follow up on service project planning to make sure things are on schedule
- Consider holiday service projects that can be planned in advance
- ASTRA Service Award guidelines and applications are available for clubs on the ASTRA website <https://astra.altrusa.org>
- ASTRA Scholarship Applications from Altrusa International are available on the ASTRA website <https://astra.altrusa.org>
- Coordinate with sponsoring Altrusa club to invite ASTRA officers to an Altrusa meeting

#### NOVEMBER:

- Plan a fun membership activity
- Hold Officer Installation and (another) new member Initiation ceremony, if it hasn't already been held
- Finalize holiday service projects
- Assess how committees are doing in respect to their goals, timelines and plans. Identify ways with the ASTRA Advisors to strengthen any problem areas
- Assess membership growth and focus on recruiting more members again if necessary
- Discuss with ASTRA Advisors the opportunity to attend District Conference next spring and help with service; share dates; encourage fundraising;
- Altrusans and Membership can plan a social event with the sponsoring Altrusa club members
- Consider having ASTRA members assist the sponsoring Altrusa club with some of their projects

#### DECEMBER:

- Make sure Committee Co-Chairs and project co-chairs are evaluating activities as they conclude throughout the year, writing a brief report for the records with advice to make each activity more successful next time
- Remember to recognize hard-working members
- Make sure photos are being taken throughout the year

#### JANUARY:

- Announce to members upcoming spring timelines as well as date of officer elections
- Continue planning and fundraising for ASTRA members to attend the District Conference and/or International Convention
- Consider a Membership Drive to recruit new members
- Plan a social event with the sponsoring Altrusa club members
- Program Co-Chairs ensure that some speakers are scheduled for remainder of year

## FEBRUARY:

- ASTRA Officer elections held in February or March
- Talk with ASTRA Advisors to order ASTRA Graduation cords from the Altrusa International office
- Evaluate the status of club activities to date; what's working and what needs to improve, how are committees doing with their goals, ... Make changes or provide additional support as needed
- Coordinate with sponsoring Altrusa club to invite ASTRA officers to an Altrusa meeting
- Service Co-Chairs: work on writing up the ASTRA Service Award application, due in March ; ASTRA Service Award guidelines and applications are available for clubs on the ASTRA website <https://astra.altrusa.org>

## MARCH:

- ASTRA Officer elections held in February or March; schedule a date for the Officer Installation
- Ensure that outgoing officers transfer their resources to the incoming officers before the end of the ASTRA year
- Officer training is held for newly elected officers
- Service Co-Chairs: March 15<sup>th</sup> is the deadline for the second round of Altrusa International Foundation grants for ASTRA service projects
- Service Co-Chairs: Submit ASTRA Service Award application; work with ASTRA Advisors
- ASTRA Scholarship deadlines for the Altrusa International Scholarship for high school, college or technical school students are typically due in March; applications available on <https://astra.altrusa.org>
- Finalize details for ASTRA members attending District Conference

## APRIL:

- ASTRA members encouraged to attend and volunteer at Altrusa District Conference (scheduled at various times depending on region)
- Recognize seniors and/or outstanding ASTRA members in special recognition event
- Evaluate past year with ASTRA Advisors, identify any areas that could be improved and make loose plans for the upcoming year
- Have any key documents for ASTRA given back to Altrusans for safekeeping before meetings end
- Celebrate your successes!

## MAY :

- Altrusa ASTRA Advisor completes and submits the ASTRA Club Annual Report to International by the deadline, typically in May; ASTRA Club Officers may assist with that report
- Have new ASTRA officers sign the new signature card at the bank, if needed

## JUNE:

- Newly elected ASTRA Officers and Committee Co-Chairs schedule a time to start planning a successful new ASTRA year

## USE ALL YOUR ASTRA RESOURCES TO LEAD!

*“Using all of your resources wisely is key for growth which opens up success. Unfortunately, most don’t realize this, and the door of opportunity stays closed.”*

*-Lincoln Patz*

Altrusa wants you to succeed in the leadership of your club. Being an ASTRA Officer or Committee Co-Chair requires dedication, commitment, and a deeper level of involvement than a regular ASTRA member. It requires you to take on additional responsibilities and to inspire your members to help your club be successful.

Your Altrusa ASTRA Advisors have chosen to volunteer with ASTRA because they enjoy working with and mentoring young adults and they value community service. Talk with your Altrusa Advisors, ask them questions and seek their input. They have a wealth of experience to share with you, from project development and problem-solving to communication techniques and development of leadership skills. They are here to help facilitate your club’s success and your leadership development.

In addition, consider these other resources:

- ASTRA website: <https://astra.altrusa.org>
- Altrusa International Office personnel in Chicago, IL; email them at [altrusa@altrusa.org](mailto:altrusa@altrusa.org)
- Consider partnering with other ASTRA clubs around the U.S. or the world, or ASTRA Alumni
- The Altrusa International ASTRA Committee publishes a quarterly ASTRA newsletter; ask your Altrusa Advisors to share a copy
- ASTRA Marketing Video – available on the ASTRA website

Leadership is a journey. We hope you aspire to become the very best leader that you can be and that, during this journey, you consciously work to learn new skills, try out new approaches as you lead your members, welcome the challenges, develop self-awareness, and grow as a person and a leader. We wish you the best.



**LEADERSHIP**  
IS ABOUT MAKING OTHERS  
**BETTER** AS A  
RESULT OF YOUR PRESENCE  
AND MAKING **SURE**  
THAT IMPACT LASTS IN YOUR  
**ABSENCE.**