

ASTRA SERVICE CO-CHAIR 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
- participate in ASTRA service projects during the year
- 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.

Traditionally, one Service Co-Chair is the ASTRA Club Vice President, but that is not a requirement.

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. Coordinate details and funding with Altrusa ASTRA Advisors. Consider options for attending International Convention, held every two years, if it’s near you.

ADDITIONAL SERVICE COMMITTEE RESOURCES

Planning ASTRA Service Projects

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

Identifying Potential Projects.

Clubs 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, can talk with your ASTRA Advisors for additional ideas, can contact the 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. 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 personal items and tote bags for foster children, collecting and donating new coats for children in need or homeless people using shelters, collecting and donating stuffed animals to local firefighters for distribution to children, writing thank you notes or encouraging notes to hospital staff, emergency medical teams, teachers, retirement center employees or residents, tutoring elementary students, creating and distributing bookmarks, 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 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. ~~Follow~~ the above project planning steps but planning a project with international impact requires more time, effort, logistical issues and care. Talk with your Altrusa Advisors for ideas and with members of your community who may have international contacts. The online platforms givingway.com or guidestar.org might give you some ideas of organizations to reach out to help. If you are going to 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.

ASTRA MEMBERSHIP CO-CHAIR 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
- participate in ASTRA service projects during the year
- utilize the expertise of ASTRA Advisors when planning or needing assistance
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- 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 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 have a Photo Release Form signed by themselves or, if a minor, by their parent/guardian every year. ASTRA Clubs maintain their own membership 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.

ASTRA PUBLICITY CO-CHAIR 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.

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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 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 members has a signed Photo Release form on file each year, and if they are not willing to have a signed photo release form, that photos are not taken and used with those individuals in the photos.

ASTRA FINANCE AND FUNDRAISING CO-CHAIR 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.

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- 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.

ADDITIONAL FUNDRAISING COMMITTEE INFORMATION

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, Ice cream Social, Face Painting for children at an Altrusa or community event, 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” ASTRA services, done as a group – eg. yard cleanup, window washing, babysitting, Kiss a Senior Goodbye: take pre-orders and pre-payments for bags of chocolate kisses and messages to be delivered to graduating seniors

ASTRA PROGRAMS CO-CHAIR 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.

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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)

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-CHAIR 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.

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The Nominations Co-Chairs:

- ensure that the method of electing officers is in compliance with 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 (paper 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-CHAIR 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.

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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.

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