## POSITION:

District Secretary

## TERM:

Three-year term recommended with overlap of successor on third year.

## REPORTS TO:

The District Governor

## BUDGETARY RESPONSIBILITY:

In coordination with the District Governor, determine budgetary requirements, if any, for the position.

## PREREQUISITES:

1. Be an active member in a Rotary Club in District 5320.
2. Be a Paul Harris Fellow.
3. Have an appreciation for and commitment to the objectives and tenets of Rotary International and Rotary District 5320.
4. Be willing and able to devote the time and resources required to ensure that assigned duties are carried out to the highest possible level of success.
5. Have access to the tools or taking and distributing minutes of district meetings to district and committee members.

## JOB SUMMARY:

The responsibilities of the District Secretary are defined in the Manual of Procedure under “District Organization.” The Governor shall appoint a District Secretary who will assist the District Governor in making arrangements for District meetings, handling correspondence as directed, compiling minutes of District meetings, and in keeping records.

The basic responsibility of the District Secretary is to be the information center for District records and members. In general, the information shall be furnished by assigned or designated Rotarians.

## PRIMARY JOB RESPONSIBILITIES:

* Work with the District Trainer to provide sessions for club secretaries at all appropriate training seminars;
* Act as recording secretary for the District Finance Committee, the Council of Governors meeting, the District Advisory Board meeting and other district events as deemed appropriate by the Governor;
* Take, prepare and distribute to the district leadership minutes of district events as deemed appropriate by the governor;
* Provide reports at the end of the Rotary year confirming district membership development and retention award winners;
* Request that all committee chairs provide minutes of their meetings to the District Governor or other appointed officer;
* Transfer records to the successor secretary by August 15, but not later than 90 days after the end of the secretary’s term of office; and
* Provide appropriate training to the successor.