

Rotary International District 5130

DISTRICT SECRETARY Job Description

Role:

To serve at the District Secretary overseeing the Rotary Club secretaries. manager of District databases and developer/keeper of the minutes of the Annual Business and other District meetings.

Responsibilities:

- Develop the training component at the District Assembly for club secretaries.
- Contact club secretaries of clubs that don't have their membership information set up to synchronize with RI and then offer them the necessary support to accomplish that with the ultimate goal of having all clubs in the District with their membership information syncing with RI.
- Be another source of support for clubs entering their goals, officers and members into Rotary Club Central.
- Generate data reports from Rotary Club Central and other Rotary databases
- Record minutes of the annual business meeting and verify quorum sign in sheets
- Assist at other District/ Club activities, including events and meetings as needed.

Qualifications:

Be an active Rotarian in good standing with your club for at least two years. Having served as Secretary or Treasurer of your club is preferred.

Term of Office:

Three-years at the discretion of the standing District Governor.