

District Information Technologies Officer (DITO)

The District Information Technologies Officer (DITO) maintains the district database and is the link between District 6600 and the provider. The provider at this writing is DACdb. DACdb provides the majority of District 6600 Clubs and the District with membership, attendance, billing, notifications, etc. This Officer's role is also to educate Rotary Club Leaders and all District Rotarians on how to best connect with and use DACdb. Additionally, DITO will promote the use of the database to maximize its effectiveness within the District. Reporting to the District Governor, DITO also supports a variety of district committees and scheduled events by helping them utilize member information to produce mailings, registration forms, calendar adjustments, etc. This individual should be computer literate and understand website and database management needs. DITO is expected to complete the initial training course for the database sponsored by the database provider or consulting company. As well, any update training conducted by the database company will be completed as needed. At times, this may require added budget dollars.

The responsibilities of the District Information Technologies Officer include, but may not be limited to:

- Maintains the DACdb district database
- Works with the DGE to set up district committees and maintain the committees throughout the Rotary year and into the next year.
- Set up the District Governor's club visits in the DACdb district calendar.
- Set up events in the district calendar for both district and club personnel.
- Maintain login access for members
- Serve as a HELPDESK for members having issues with the DACdb database.
- When possible, conduct training sessions on how to use the various aspects of the DACdb system to clubs and district personnel
- Prior to term ending, recommends to DG team potential replacements for the District Information Technologies Officer.

The appointment is a 3-year term, renewable annually, subject to approval of the DG, DGE and DGN. In 2021, these duties were performed by the District Executive Secretary.

If you are interested, please contact Diana Savage, DGE, via email (diana.savage.rotary6600@gmail.com) or cell phone (419-553-7397).