

District Secretary Job Description

It shall be the duty of the secretary to keep the records of membership; record the attendance at meetings; send out notices of meetings of the district board and committees; record and preserve the minutes of such meetings. In addition, the district secretary shall/may:

- Maintain and suggest improvements to the Manual of Procedure of District 6600.
- Process district monthly attendance.
- Coordinate correspondence and related matters as directed by the District Governor.
- Advise the host clubs (normally the Governor's home club) of our district conference and the district assembly of their duties and any financial assistance that may be anticipated.
- Assist in promoting the district conference and district assembly and other district functions.
- As directed by the District Governor, set up and arrange meetings for the PDG Council, Executive Committee, Assistant Governors, seminars, etc. Plan and arrange for related meal service, equipment and/or other facilities.
- Prepare agendas, ballots, appropriate data, and minutes for PDG Advisory Committee, District Assembly, District Conference, District Advisory Committee, and other meetings as directed by the District Governor.
- Assist District Governor with inter-district communications.
- Edit and publish district communications to club presidents and secretaries dealing with RI legislation, RI board directives, structural features of the district and other areas of information the District Governor may deem advisable.
- Assist in promoting "On-To-Convention" program.
- Maintain the district files and records. It is preferred the storage be in electronic format.
- Such other assignments as the District Governor may specify.
- The Secretary will transfer all District records in proper format and in good order immediately upon the end of his term to the incoming Secretary.

The District Secretary receives a nominal monthly stipend as approved in each year's Rotary District 6600 Budget for their services.

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