

CLUB SECRETARY – JOB DESCRIPTION

The Hudson Daybreak Rotary Secretary is a part-time, contract role that supports weekly and monthly meetings as well as essential support activities. This role is hybrid as some of our meetings are live and others are attended via zoom. Club meetings are not flexible and the Secretary will need to be consistently punctual and proactive. Pay is \$17-18 depending on work history and qualifications.

ABOUT OUR CLUB:

Hudson Daybreak Rotary is a local service organization focused on enhancing opportunities for youth and creating a better community for all. Formed in 1990, the Hudson Daybreak Rotary Club has been serving the community through local and international service and by raising money for local organizations. Over the years, our Club members have raised more than \$1.5 million for local organizations and scholarships while traveling the world to provide service alongside other Rotarians.

[All interested candidates can submit their resume to bod@hudsondaybreakrotary.org.](mailto:bod@hudsondaybreakrotary.org)

CLUB SECRETARY – POSITION DETAILS:

Club Meetings:

Our Club Secretary is responsible for capturing information and supporting our Club in several capacities.

- Weekly Club Meetings: Our Club meets every Wednesday morning, and this role would be onsite from 6:45-8:30 a.m. to perform the following tasks:
 - Take attendance for in-person and online members and guests and enter the data into Club Runner, our online system
 - September through May, prepare the Student of the Month certificates with Student names and Club leadership signatures prior to the meeting. At these meetings, set out the certificates, Rotary lapel pin, and wallet cards for Club to present to students
 - Fall and Spring grants, prepare the large check with grant recipient information and dollar amount for photos at the meetings
 - New Member presentations will need membership certificates prepared with two signatures and frames along with member badges ordered from Rotary. At these meetings, set out certificates, badge, and card for club to present to new members.
- Monthly Board meetings: These are currently the third Friday of each month at 7:00-8:30 a.m. via zoom. This role will:
 - Type up minutes and agenda and send to President for edit/approval
 - Prepare email packet to current board one week prior to meeting which should include:
 - Agenda
 - Minutes
 - 6-month Attendance Report from Club Runner
 - Finance Committee Meeting Minutes with Financial Documents
 - Add all materials to Club Runner for archiving
- Monthly Finance Committee meetings: These are currently the second Friday of each month at 7:00-8:30 a.m. via zoom. For these meetings, this role will:
 - Type up minutes and agenda and send to Finance Chair for edit/approval
 - Collect statements and reports from Bookkeeper to add to committee packet
 - Prepare email packet to Finance Committee one week prior to meeting which should include:
 - Agenda
 - Minutes

- Budget vs. Actual
- All account statements
- Profit and Loss, Balance Sheet
- Add all materials to Club Runner for archiving

Additional Responsibilities:

As the Club membership evolves, it is the responsibility of the Secretary to activate any new members as well as terminate memberships in a timely manner in our online Rotary software, Club Runner. This evolving membership base also is reflected in our annual change of leadership. The Secretary position will need to be able to communicate via email, phone, and in person to multiple Club roles and be able to adapt to the change in leadership.

The Secretary position will also support the Club by ensuring all supplies are available as needed. These materials include but are not limited to certificates, lapel pins, folders, and paper stock, etc.

QUALIFICATIONS AND SKILLS:

- Dependable professional who is highly organized, uses discretion, and community-minded
- Proficient with technologically – strong computer skills and familiarity with Microsoft Suite of products
- Excellent typing skills with experience in recording meeting minutes
- Demonstrate ability and use of Internet skills, including use of email programs and group messaging
- Great organizational skills and attention to detail
- Excellent oral and written communication skills
- Skilled in establishing priorities and managing workload