

The Rotary Club of Rochester Board Position Job Description

Board Position: Secretary

Length of Term: 1 year

Incoming Packet: Job Description

Roles and Responsibilities

- Review and sign forms and documents related to club activities
- Forward information sent by District and Rotary International to Rotary Club of Rochester Administrative Director
- Perform the duties of the Administrative Director in his/her absence (i.e. Board meetings, weekly meetings, Rotary Information Meetings)
- Additional tasks as requested by the Board and/or President
- Register for member access at www.rotary.org

Committee Responsibilities

- Rotary Information Meetings
 - Every third month as needed and scheduled via the Administrative Director

Board responsibilities

- Attend board meetings, participate in discussion and decisions, and record minutes (in the absence of the Administrative Director)
- Attend and support Rotary Club of Rochester events

Individual Leadership Development

- Attend District training for Board leadership at District Conference in April (attendance encouraged)
- Participate in District training specific to your role