

SCOPE OF INDEPENDENT CONTRACTOR SERVICES

A. Provide Administrative and Strategic Support to District Governor and District Governor Line.

1. Arrangement and notification of District Governor Line meetings (Except District Board meetings), as requested by the District Governor Line, within two business days of the request.
2. Send out District-wide e-mails and targeted e-mails, as requested by the District Governor Line, within two business days of the request.
3. Maintain and manage archived District documents by 5pm each Friday.
4. Attend weekly Governor-Line meetings, weekly meetings with the District Governor, monthly Board of Director meetings, and all other leadership meetings, including the Assistant Governor and President meetings, sending out agendas and taking minutes as the recording secretary.

B. Website Administration and Management

1. Responsible for keeping the website running smoothly, monitoring the site for any issues such as downtime, slow-loading pages, or broken links. Assists leadership in the maintenance and upkeep of information, policies, guidelines, and documentation needs.
2. Coordinates and updates master calendar to determine website changes based on the yearly Rotary cycle, needs of the public image committee, other committee chairs, and stakeholders.
3. Collaborate/liaise with the district leadership to ensure that the website represents that organization accurately.
4. Leads the content entry efforts to upload new content for the website, has the ability to work with ClubRunner technical support for issues that might be encountered during the content entry process.
5. Supports the Public Image Chair in their efforts to successfully manage and promote district operations.
6. Maintain the District Events Calendar on the Website, including but not limited to events, trainings, meetings, and events that clubs submit to be listed.

C. District Conference (DC)

1. Serve annually on the District Conference planning committee; meetings to be determined.
2. Prepare an online registration site and ensure with Treasurer that payment information is correct to accept payment for registrants to use for online registration at the request of the District Conference Chair or by request of the District Governor Line.
3. Create online registration forms, hotel information, free-time event information, home hospitality event information, etc., at the request of the District Conference Chair or by request of the District Governor Line within five business days of the request.
4. Collaborate with District Public Image Officer to distribute PR material as requested for District Conference at the request of the Conference Committee Chair or by request of the District Governor Line, within five business days of the request.

5. Process registrations through online registration or mail in for each District Conference attendee; reconcile daily while the registration period is open.
6. Work with District Treasurer on reconciling registration payments and making sure all income is received; reconcile daily during the conference period.
7. Prepare registration lists for use at District Conference of Attendees at the request of the District Conference Chair, within two business days of the request.
8. Prepare registration packets including printed name badges, meal tickets, brochures, schedule, and free time information for each attendee, including speakers and participants at the request of the District Conference Chair, acknowledge request within two business days of the request.
9. Assist and prepare conference brochure for printing by selected printer at the request of the District Conference Chair, acknowledge request within two business days of the request.
10. Assist, prepare and send invitations for past District Governors' dinner and collect RSVP's at the request of the District Conference Chair, acknowledge request within two business days of the request.
11. Work with the District Governor to build an awards list annually and distribute application forms and materials to clubs to apply for awards. Track down and collect traveling trophies or banners annually. Prepare award certificates leading up to the conference.
12. Coordinate meal count with hotel, including special meal requests; reconcile daily while registration period is open.

D. Other District Meetings Including Assemblies and PETS.

1. Coordinate preparing and administering online registration and payment sites for all District Assemblies and other special District events; reconcile daily when event registration periods are open.
2. Attend all District Assemblies and special meetings to handle registration and logistics.
3. Assist District Trainer or District Governor Line as requested in arranging hotel accommodations and meals if necessary; acknowledge the request within two business days and begin working on request within two business days.
4. Assist District Trainer in preparing handouts to trainees prior to the event at their request.
5. Handle cancellations and refunds as needed; reconcile daily while registration is open. Coordinate with the District Treasurer on all refund, within two business days of the request.
6. Maintain and download registration lists as requested by the District Governor Line and/or event chairperson.
7. Distribute PETS material to clubs as requested by the District Governor Line and/or event chairperson.
8. Reconcile reports as requested for the District Governor Line, event chair, and/or District Treasurer, within five business days of the request.
9. Work with Assistant Governors, clubs, and PETS committee on getting Assistant Governors, President Elects and President Elect Nominees registered for PETS as requested.
10. Assist District Trainer and District Governor Line in preparing District specific hand-outs as requested.

E. Support District Treasurer

1. Contact Assistant Governors and Club Presidents when Rotary International dues are overdue by 30-days and continue to follow up until dues are paid.
2. Keep track and assist in compiling periodic financial reports for Rotary International, in conjunction with the District Treasurer; updates are to be completed by Friday afternoon of each week.

F. Support for District Committee Chairpersons and Assistant Governors

1. Assist District Committee chairs in communications or presentations as requested; acknowledge the request within two business days of being received.
2. Receive and route incoming communications as appropriate.

G. Support District Assistant Governors, Club Presidents and Officers.

1. Collaborate with District Trainers and Assistant Governors to train Club Presidents and President Elects in entering goals and projects in Rotary Club Central; acknowledge the request within two business days.
2. Collaborate with District Trainers and Assistant Governors to train Club Secretaries to input Club Runner with current club membership information; respond as appropriate.
3. Respond and/or acknowledge district phone calls/voice mails, letters, and e-mails within two business days of being received.
4. Answer general questions regarding Rotary within two business days of being received.
5. Answer specific questions regarding reporting requirements for Club Secretaries and Presidents within two business days of being received.
6. Refer specific questions to District Officers and Committee Chairs as appropriate within two business days of being received.

In consideration of the provision of services described herein, the District 5470 agrees to pay the Contractor \$1,100 per month to complete the work outlined in this document.