D-5470 Secretary Job Description

1.  Take minutes of EXCOM (soon to be titled Board of Directors) meetings and the Legislative Meeting at the district conference.  A tape recorder might be good to use , as the information sometimes comes pretty fast.

2.  Presently there are EXCOM meetings at the District Conference, PETS and District Assembly (soon to be referred to as the District Training Assembly - DTA).  More meetings are being considered and will probably be done online on GOTOMEETING (GTM).  Training for using GTM is going to be offered.

3.  Most duties are handled online with the Clubrunner site on the Administration page that comes up after you log in to the district website.

4.  You will have access to most of the items on the Administration Page.  Spend some time familiarizing yourself with what is there.  Most of what you use will be found in the District, Clubs and Membership section.

5.  The email message service can be used to email various groups in the district.  Occasionally you will be asked to send out a message to a particular group for a person that does not have access to the message service.

6.  Things that need monthly checking:

                The Attendance Manager to make sure each club has reported attendance for each month.       They have until the 15th of the following month to report.  If they haven't reported, then you  will need to send then a reminder to do so.  There is a reminder function in the Attendance   Manager that you can use for this purpose.

                RI Reporting needs to be checked and forward information that the club secretary did not send to RI.

7.  During the District Assemblies you will be asked to do a club secretary training session.  I will provide what I have used before to use as a guideline or throw it away and do it your own way.

8.  You will receive requests from club secretaries and presidents regarding any number of topics.  You may be able to answer them directly or you may need to refer them to the person who is able to answer their question.