



**District 6440**  
**Administrative Assistant**  
**Job Description, Duties and Expectations**  
**Updated 12/10/2018**

A. Introduction

1. This document details the expectations for an independent contractor to serve as Administrative Assistant for Rotary District 6400, not to exceed 20 hours/week.
2. These are the minimum expectations and are subject to change as the District Governor sees fit. Significant changes will be documented in writing.

B. Reporting Relationship

1. This position reports to the District Governor and serves at his or her discretion.
2. Performance Reviews will be handled by the District Governor or his or her designate. Semi-annual performance reviews will be conducted during the months of May and November each year.

C. Qualifications

1. Must possess excellent organizational skills, excellent people skills, excellent telephone skills, and excellent communication skills. Must interact well with people when face-to-face.
2. Must represent Rotary District 6440 in a professional, courteous, and respectful manner always.
3. Must present themselves in a clean and neat way to the public.
4. Must be organized and punctual.
5. Must work effectively with volunteers.
6. Must have a good command of the English language, both spoken and written.
7. Must have superior computer skills, with the ability to adopt new tools and systems quickly and to adapt to change.
  - a. Work efficiently with spreadsheet, presentation, writing, and other applications using various software office suites. (Examples include Microsoft Office and Google).
  - b. Manage cloud-based storage. (Examples include Google Drive and Dropbox.)
  - c. Manage online conferencing applications. (Examples include Go To Meeting and Zoom.) Keep schedule and set up new events. Send call number/login information to the owner of the call prior to the meeting date and time.
  - d. Develop strong competence with the ClubRunner application and be able to perform tasks requested by the District Governor and his or her designates. Make simple modifications to the District Website design on ClubRunner.
  - e. Monitor and update the District's Facebook and other social media accounts.
  - f. Develop and execute online surveys, using tools like Survey Monkey and Google Forms.

8. Design effective and attractive materials for District programs.

D. Duties include but are not restricted to the following:

1. Working with the District Secretary, maintain an electronic and printed copy of the current District by-laws, policies and procedures.
2. Provide administrative and logistical assistance as needed for District functions, to include management of materials, registration, facilities coordination, and the like. Assistance will be provided to any event chair or other person designated by the District Governor. Examples of District functions include:
  - a. Presidents-Elect Training Seminar (PETS)
  - b. District Assembly
  - c. Fall Training/One Rotary Summit
  - d. Winter Training/Grant Management Seminar
  - e. District Conference
  - f. Other District Events

*The Administrative Assistant will be required to attend District events if requested by the District Governor.*

3. Maintain physical and electronic district records and property. Scan important documents for electronic storage at the direction of the District Governor or other District officers. Arrange for the accounting and the transfer of these to each incoming Governor as needed.
4. Assist District officers working with clubs and both District officers and clubs dealing with Rotary International (RI).
5. Work closely with the District Governor (DG) to help assure a successful and productive year for the DG. This includes, but is not limited to:
  - a. Provide DG calendar management and assistance as needed.
  - b. Maintain the Official Visit Schedule set by the DG.
    - i. Send out reminders to clubs regarding the Official Visit.
    - ii. Work with clubs to reschedule conflicts with Official Visit.
    - iii. Confirm times and meeting locations with Clubs and Assistant Governors.
    - iv. Send out weekly reminders to the DG Line, AG Coordinator, AGs, and Club Presidents of the upcoming Official Visit.
  - c. Handle District correspondence as directed by the DG.
  - d. Keep accurate list of all club visits, send letters of confirmation, biography and club plans and objective form in advance of DG visits to clubs.
  - e. Maintain copies of letters, official visit notes, club plans and objectives and other necessary information for District archives.
6. Work closely with the DG to help prepare the District Newsletter and annual District Directory as requested.
7. Answer requests from clubs and district officers for information, forms, files, etc.

8. Maintain various mailing label databases for newsletter, club, committee chair, and Assistant District Governor correspondence.
9. Maintain a master file of registration forms, brochures, programs letters, invitations, etc. for future reference by district officers and DG's.
10. Vision Training Coordinator
  - a. Coordinate the scheduling of Vision Training between Clubs and Facilitators
  - b. Send out initial Vision Training letter to clubs with required forms/forms link for completion.
  - c. Set training schedule with facilitators
  - d. Work closely with District Vision Facilitators
11. Provide backup data and reporting to the Treasurer as requested.
12. Assist District Governor in tracking and submitting expenses for payment to the District Treasurer and Rotary International.
13. Work closely with AG Coordinator to ensure AGs have proper information regarding upcoming events and Club Visits.
14. Update the Grant Management Module in ClubRunner with club data. This includes clubs who have successfully completed the Grant Management Seminar and submitted a completed Memo of Understanding.
15. District Conference:
  - a. Assist DG and DC committee in coordinating announcements and registration information for DC.
  - b. Help members complete registration.
  - c. Report on registration numbers to DG and venue as requested.
  - d. Provide onsite registration check in and registration help.
  - e. Work with DC committee to set up and manage registration.
16. Participate/Listen in on Weekly Governors Conference call as requested by each Governor.