**Rotary International District 6650**

**Job Description**

**District Administrator**

**Role:**

To oversee and facilitate the administration of the District

**Responsibilities:**

The primary purpose of the position is to oversee the following to ensure that the tasks are completed according to the guidelines of Rotary International and the direction of the District Governor:

* Awards
* District History
* Insurance
* Nominating Committee
* Registration
* District Partnerships (Shelter Box, SRAG, and any other partnerships that have formed or will be formed)
* Organize meetings and schedule events
* Maintains contact with committees
* Manage incoming and outgoing district correspondence
* Prepare regular reports and presentations
* Handle queries from clubs
* Update district policies

The District Administration Chair will work with the District Leadership Team to fill any vacancies.

Must attend and participate in District meetings and functions, including the District Leadership Team meetings, District Assemblies and the District Conference.

Work on other District activities as assigned by the District Governor.

**Qualifications:**

* Must be a Rotarian in good standing for the last 3 years
* Knowledge of District and Rotary International policies and procedures
* Should have a working knowledge of each committee
* Experience with office management tools (MS Office software, Zoom, Club Runner in particular)
* Excellent organizational and time-management skills
* Strong written and oral communication skills
* Problem-solving attitude with an eye for detail
* The ability to interact positively and proactively with diverse personalities

**Term of Office:** 3 years- is an at-will position at the discretion of the standing District Governor

42 hours a month, position will be reimbursed for approved mileage expenses and general office supplies.