

**ROTARY INTERNATIONAL DISTRICT 5500**  
JOB DESCRIPTION  
**DISTRICT DIRECTORY EDITOR**

**ROLE:**

Responsible for the preparation, distribution, and monthly editing of a District online Directory and/or print copy.

**RESPONSIBILITIES:**

Work with the District Governor-Elect to determine what information will be included in the Directory.

Create layout and design in a professional format.

Work with the District Leaders to update the online Directory monthly.

Submit updated Directory once a month to the District Webmaster to be added to the District website.

Email an updated Directory once a month to the District Governor, District Administrator, District Governor Aide, Executive Assistant Governor, Assistant Governors, District Governor-Elect, District Governor Nominee, Past District Governors and others identified by the District Governor.

**QUALIFICATIONS:**

Rotarian in good standing with home club for the immediate past 3 years.

Working knowledge of Microsoft Office including Word. Note: Other software applications may be used.

Experience in writing or preparing documents and editing written documents.

Experience in formatting and editing photos and graphics.

**TERM OF OFFICE:**

One year minimum.