

## **ROTARY INTERNATIONAL DISTRICT 5500**

### **JOB DESCRIPTION**

## **DISTRICT SECRETARY**

### **ROLE:**

The secretary is an official officer of the District. The District Secretary shall maintain copies of minutes of all meetings of the Board of Directors and other such meetings as directed by the District Governor.

### **RESPONSIBILITIES:**

Assist the District Governor in planning for District meetings and compile proper minutes of all such meetings.

Handle correspondence as directed by the District Governor.

Maintain complete files and records of all District business.

Act as Secretary of the Council on District Legislation.

Collect and maintain records of District personnel, activities, events, regulations and resolutions.

Report the condition and extent of the District records to the District Governor on or before September 1.

Perform such other routine duties as requested by the District Governor.

At the end of his or her term, deliver all continuing committee files to the incoming District Governor by July 1.

Maintain a record of the standing in The District of each Member Club.

### **QUALIFICATIONS:**

The secretary shall be knowledgeable in Rotary and familiar with District meetings and procedures.

### **TERM OF OFFICE:**

The term of office shall be one year, the 12-month period beginning on July 1 and ending on June 30. During said term of office, each officer shall serve as a member of the District Board of Directors.