



The District Executive Secretary's Handbook

The District Executive Secretary shall be appointed by the District Governor-Elect in consultation with the District Governor-Nominee, and the District Executive Secretary.

The District Executive Secretary must be someone who is computer literate and can manage databases and spreadsheets and work easily with computer software and related programs. The District Executive Secretary should also be familiar with ClubRunner and be able to run reports on rotary.org. The term of office is the Rotary year of the appointing District Governor-Elect. This term may be renewed by successive District Governors.

An Assistant Secretary should be selected to serve during the District Executive Secretary's term with the intention for that person to receive training in the position and to serve as the next District Executive Secretary.

Duties and Responsibilities

General:

The District's Executive Secretary (ES) shall be responsible for communications of any kind, to Rotary International, Zone leadership, and with all the Clubs within District 7230. The Executive Secretary shall report directly to the District Governor, assist him or her with daily activities, and shall be responsible for and/or assist the District Assistant Secretary with his/her duties as agreed to be shared among such individuals and approved by the District Governor.

Responsibilities:

A. Information

The District Executive Secretary is responsible for, including but not limited to, obtaining, classifying, filing, storing and retrieving the official records, audio-visuals, documents, books, and history of the District, maintaining custody and accuracy of a database of information of current and historic District 7230 leadership (names, addresses, telephone numbers, fax numbers, e-mail addresses, Committee assignments, offices held, etc.), and the publication of a monthly District electronic newsletter, if desired by the District Governor. Such duties may be shared with the Assistant Secretary if such a position is filled by the district. This information shall be stored on the district website and the Executive Secretary shall enter the District Officers, Committee Chairs, or Club information on the District website and/or rotary.org website as required.



B. Attending District Conference and Assembly

The District Secretary shall send notices of District meetings as required and attend the annual District Assembly and District Conference. The Executive Secretary shall maintain records of all actions taken and decisions made thereat and make the records of such meetings available to District Board Members and/or all Clubs, as requested.

C. Committee Meetings

The District Executive Secretary and/or the Assistant Secretary shall take and distribute minutes of all District Board Meetings. The ES shall have custody of the video recordings of District Board Meetings held via Zoom.

The ES shall also provide and otherwise distribute to the members of all District Committees official minutes of each meeting within fifteen (15) days of the last assembly thereof. As it is not practical for the District Secretary to attend all such Committee meetings, Committee Chairpersons are responsible for promptly providing such minutes to the District Secretary so that they can be provided as specified. Such Minutes should include but not be limited to essential information and specific decisions and actions taken. Such duties may be shared with the District Assistant Secretary if such position is filled by the District Governor.

D. Monthly Records

In furtherance of the District Governor helping Clubs develop their full potential as the leading service organization within their respective communities, the District Governor may request from each Club a monthly record of the membership, and any membership or leadership team changes. Such information to then be obtained by the District Secretary from the Clubs, and be properly maintained and uploaded to the District and/or rotary.org as may be required.

E. Other

The ES shall maintain regular contact with the Vice-Governor, the Deputy Governors and the Area Governors and assist them as may be requested.