



# RMDTI District Secretary Session

Facilitator: Jim Giffin, PDG, D5790

Date: August 6, 2022

## RMDTI District Secretary Session - Agenda

9:30am-10:30am

Welcome/Introductions  
Role of District Secretary

10:30am-10:45am

Break

10:45am-11:30am

District Secretary Best Practices  
Ways to Step Up to Add Value

# Welcome/Introductions

## Introduce your new Rotary friend

- Pair off, take 5 minutes, prepare to introduce your partner to the group.
- Name and Profession
- District and Role
- Favorite thing about Rotary
- Top learning objective for this session

# The Role of District Secretary

- Quick Poll: Who has served as District Secretary before?

- Here's what I know:
  - The job is different every time (varies with DG)
  - There is no official job description
  - There is no formal training

- Let's Share:
  - What are your duties as District Secretary?



## District Secretary Common Duties

1. Supporting the District governor in organizing meetings, District events, and club visitation schedules
2. Taking minutes, recording actions at District meetings
3. Supporting clubs with reporting and related obligations to Rotary International
4. “All other duties as assigned”!

## Tips for New District Secretary

1. Visit with the past District Secretary about their duties.
  - Is there a job description for this role in your district? DLP?
  - Do the district bylaws/guidelines define your responsibilities? Visit with your DG to discuss their expectations.
  - Review suggested job duties, discuss which are most valuable to this DG.
  - DG needs vary widely!
2. Find out what tools are used by your district (Clubrunner, Zoom, others?)
  - Get login credentials and training as soon as possible. You may have to self-teach or find SME's in the district to help you.

# Break

Return 10:45

# Best Practices

- Let's Share:
  - What are best practices for performing the job of District Secretary?

# District Secretary Best Practices

1. Set a recurring call/meeting with the DG
  - YOU provide agenda
  - Review upcoming events, communication needs, etc
2. Become an expert resource for district and club leaders
  - ClubRunner
  - MyRotary and ClubCentral
  - RI Learning Center (club secretary training)
  - Rotary SME's in your District – you don't have to know all the answers, but you be a great switchboard operator

# Step Up to Add Value

## District Secretary Step Up Ideas

1. Volunteer to attend and take minutes for district committee meetings, distribute action items
2. Volunteer to facilitate district communications for DG, district committees, etc.
3. Create or update job descriptions for district leadership roles
4. Create or improve archive of district records
5. Partner with the District Treasurer to encourage timely club payments of district and RI dues
6. Partner with club officers to set goals and designate club officers in ClubRunner / Club Central
7. Create and distribute district calendars with key date reminders to clubs
8. Create and distribute administrative checklists for clubs at beginning/end of year
9. Facilitate training and best practice sharing events for club secretaries
10. Draft the DG monthly newsletter





## Resources/Session Takeaways

Dana Sisk – District Trainer D5930 [dsisk@navyarmyccu.com](mailto:dsisk@navyarmyccu.com)

Contact me, and I will share:

- Club secretary training materials
- Sample job descriptions for district officials
- Administrative checklists

Thank You!