

**District 5020  
District Secretary  
Job Description**

**Overview and Objectives:**

The District Secretary helps the district run smoothly and effectively by supporting the District Governor, the District Council and D5020 Rotary clubs. This position maintains district records such as, but not limited to, District Council Meetings and the Annual General Meeting.

**Term of Appointment:** The appointment is a 3-year term, renewable annually, subject to approval of the DG, DGE and DGN.

**Responsibilities:**

- Retains non-financial records for seven years; may be online or in ClubRunner
- Retains and is responsible for all of the historical records of the District as determined appropriate by the District Council and acts as the chief archivist of District records
- Attends District Council Meetings
- Prior to District Council meetings, liaises with District Governor and District Council Chair and gathers/distributes District Council member reports
- Takes and maintains the minutes of District meetings and distribute minutes to members of the District Council in a timely manner
- Maintains an inventory of all District equipment including, but not limited to, fax machines, computer software, and office equipment and is responsible for recording annual update on current custody of items
- Liaise with the District's insurance carriers on insurance matters
- Gathers and organizes resolutions and present them at the District Conference
- Assists District officers as necessary but not as a "personal secretary"
- Assists the DGE to post any revised Strategic Plan on the District website
- Attends DTA/Conference and may be asked to present at this event
- Recommends to DG team potential replacements for the Secretary position when his/her term is up.
- Work with incoming secretary to ensure smooth transition

**Qualifications:**

- Competent computer skills
- Effective verbal and written communication skills

- Proven organizational and time management skills
- Knowledge of Robert's Rules of Order
- Strong working knowledge of and experience with ClubRunner
- Experience as club secretary or similar is preferred
- Ability to travel to/from Canada/USA
- Must be Youth Protection compliant and have taken District Youth Protection training
- Be a Rotarian in good standing

28-Sep-19