



Position Title:	District Secretary		
Term:	3 years		
Time Commitment:	Average 1 hour per week, plus 3-4 in-person meetings and training [see Travel Required]; and 5-6 on-line meetings.		
Travel Required:	<ol style="list-style-type: none">1. District Leadership Team [DLT] meeting at District Conference (although may be Virtual/In-Person). Date/location varies each year.2. DLT meeting / District Team Training Seminar - February (Friday pm to Sunday noon) in North Bay.3. DLT meeting / Rotary Weekend/President Elect Training [PETS] - April (Friday pm to Sunday noon) in North Bay. Includes the Annual General Meeting.		
Reports To:	District Governor [DG]		
To Apply:	Contact the District Leadership Recruitment Chair		
Job Description			
Role and Responsibilities <ul style="list-style-type: none">• Prepare and send out meeting notices, agendas and supporting documents; and Zoom link for:<ul style="list-style-type: none">○ Executive Committee meetings○ DLT meetings○ Annual General Meeting○ Other ad hoc meetings as requested by the DG• Record meeting minutes.• Once reviewed by the DG, circulate draft minutes to the applicable committee members, PEs.• File approved meeting minutes in District ClubRunner (Documents Download).• Manage the District Organization Chart and Committee Management [District ClubRunner] - enter new appointees and remove individuals whose terms have ended (except for members on Committees) – as directed by the District Leadership Recruitment Chair.• Assist the DG and District Governor Elect with managing District Appointments [My Rotary]. Per having DG role delegated by the current DG.• Assist the DG, Executive, Directors, Chairs, Leads/Liaisons with Club communications as requested.• Provide Club Secretary training at Rotary Weekend (and/or online).• Provide advice/assistance to Club Secretaries as requested.• Arrange for District Name Badges for new appointees.			
Qualifications / Requirements / Skills <ul style="list-style-type: none">• Strong organizational skills• Minute-taking• Computer knowledge, including working knowledge of ClubRunner, MS Office (Word, Excel), Zoom• Strong communication skills• Interpersonal skills			
Updated By:	Bill Hagborg	Date:	January 8, 2023