

Rotary District 7610 District Secretary

Job Description

Purpose: Assist the District Governor in carrying out the mission of the district to assist the clubs in achieving their goals and objectives.

Qualifications: The District Secretary shall be an active and responsible Rotarian in District 7610 who has access to the tools for taking and distributing minutes of district meetings to district and committee members.

Duties and Responsibilities:

- ❖ Work with the District Trainer to provide sessions for club secretaries at all appropriate training seminars;
- ❖ Act as recording secretary for the District Finance Committee, the Council of Governors meeting and the District Personnel Committee;
- ❖ Attend all district training functions, quarterly District Advisory Council meetings and other district events as deemed appropriate by the Governor;
- ❖ Take, prepare and distribute to the district leadership minutes of district events as deemed appropriate by the governor;
- ❖ Provide reports at the end of the Rotary year confirming district membership development and retention award winners;
- ❖ Request that all committee chairs provide minutes of their meetings to the District Governor or other appointed officer;
- ❖ Transfer records to the successor secretary by August 15, but not later than 90 days after the end of the secretary's term of office; and
- ❖ Provide appropriate training to the successor.