

## **Rotary District 7610 District Personnel Chair and Committee**

### Job Description

**Purpose:** Set personnel policy; recommend executive secretary candidates to the governor for consideration.

**Qualifications:** The committee members shall be: the governor, the governor-elect, the governor nominee, the trainer, the immediate past governor and the secretary (*ex officio, non-voting*). The governor-elect shall serve as chair and the secretary shall serve as committee secretary.

#### **Duties and Responsibilities:**

- ❖ Set personnel policy
- ❖ Recommend executive secretary candidates to the governor for consideration.
- ❖ Maintain an up-to-date job description of the District Executive Secretary. The Personnel Committee will update and approve changes when necessary.
- ❖ Maintain an up-to-date application of the District Executive Secretary position. The Personnel Committee will update it when necessary.
- ❖ Ensure that when a personnel vacancy occurs, the position is advertised, at minimum, in the geographic area of the District Office newspapers. The opening will be posted on the District website along with the application. Other means may be utilized as appropriate and necessary. The Treasurer will be responsible for ensuring the advertisement is listed.

The District Governor Nominee will ensure that a Post Office Box for receiving the applications is secured, if needed.

The District Governor-elect will ensure that the applications are collected and will call a Personnel Committee meeting to screen the applications and prioritize those to be selected for interviews. The Committee will review the letters of reference and make follow-up

calls as agreed upon. The Committee will agree upon a date(s) and location for interviews to be held.

The District Secretary will contact those selected to arrange interviews based on the schedule agreed upon by the Personnel Committee. Should the position of District Secretary be vacant at the time of the advertisement, review and selection process, the DGE and DGN will determine which function of the process will be assumed by either in the leadership chain.

Interviews will be conducted and a selection decision made by the Personnel Committee. Once a selection is made, a criminal background check will be arranged and paid for by the District.

An employment letter/contract to the applicant that clarifies the terms of employment will be provided to the applicant by the District Governor or his/her designee. The District Governor will ensure that the selected candidate completes the necessary forms on the employee's first day of work to include but not be limited to: Worker's Compensation, W-4 Form, Report of New Employee, I-9 forms, Confidentiality Agreement, etc.

NOTE: The use of an employment agency is also an acceptable means for locating and employing the individual when agreed to by a majority of the Personnel Committee. The DGE will initiate the process when this option is utilized.