



DUTIES OF DISTRICT EXECUTIVE SECRETARY Responsibility:

(Adopted May 1, 1998) Revision: (Adopted April 28, 2000 and May 1, 2009)

The District Executive Secretary must be someone who is computer literate and knows how to manage databases and spreadsheets and work with an IBM compatible computer and related programs. The District Executive Secretary should remain in office for at least 3 and no more than 6 years.

Job Responsibilities of District Executive Secretary

The District Executive Secretary shall have the following responsibilities directly or through assignment to others.

1. Data Keeping for the District

Each club's secretary shall send reports to the District Executive Secretary, not the Governor. Any other transmissions of data to RI shall also be copied to the District Secretary. The District Executive Secretary will compile this data and will make a monthly report to the Governor to include:

- a. Attendance Figures...currently done by the Assistant Secretary
 - i. Monthly Report – reported electronically
 - ii. Annual Report to determine District award winners.
- b. Members in flux information...currently done by District Membership Chair; report available through district website.
 - i. New Members
 - ii. Deaths
 - iii. Dropped members and reasons
- c. Clubs that appear to be in trouble...currently done by the Assistant Secretary
 - i. Poor reporting practices
 - ii. Poor attendance numbers

2. District Meeting Records...done by Executive Secretary

- a. Record attendance at Advisory Meetings
- b. Take District Advisory minutes
- c. Distribute minutes to District Advisory members in a timely manner
- d. Take minutes for other designated committee meetings as requested by the Governor
- e. Preserve approved District minutes with all committee report attachments and passes them on to the next District Executive Secretary.

3. District Source for Mailing Labels

- a. District Newsletter...currently not needed. Newsletter is sent out electronically
- b. Committee mailings...currently sent out electronically
- c. Other mailings authorized by the District
- d. Order and distribute name badges for members of the Informational and Advisory Councils

The District Executive Secretary will serve a three-year term. An Assistant Secretary should be selected to serve at least in the last year of the District Secretary's term with the intention for that person to receive training in the position and to serve as the next District Secretary.