

## DISTRICT 9423 LEADERSHIP TEAM MEMBER ROLE DESCRIPTION

The District organisation's purpose is to support and develop Rotary leaders, members and their Clubs to grow Rotary in a sustainable way; encourage engagement and collaboration within the Rotary family; and increase our collective impact

### ROLE: EXECUTIVE ASSISTANT

PURPOSE	<p>To prepare and maintain the District Directory, and support the District Governor in the administration of their role; and</p> <p>To generally contribute to the District organisation's purpose as part of the District leadership team</p>
WHAT SUCCESS LOOKS LIKE	<ul style="list-style-type: none"> <li>▪ Accurate and up to date District Directory</li> <li>▪ Well supported District Governor</li> </ul>
SERVICES AND ROUTINES	<p><i>What is being delivered and how</i></p> <ul style="list-style-type: none"> <li>▪ District Directory <ul style="list-style-type: none"> <li>– Confirm format of digital directory</li> <li>– Ensure accuracy of the 2021-22 contents</li> <li>– Ensure directory is available on the District Website for 1 July</li> <li>– Maintain directory during the year as required.</li> </ul> </li> <li>▪ Meetings <ul style="list-style-type: none"> <li>– Diary bookings for non-Board meetings if required</li> <li>– Accompany District Governor to non-board meetings if required</li> <li>– Venue setup, agendas and minute taking if required</li> </ul> </li> <li>▪ Other <ul style="list-style-type: none"> <li>– General assistance to District Governor as agreed</li> <li>– Liaise with outgoing/incoming secretary to ensure a smooth transition</li> </ul> </li> </ul>
KEY RELATIONSHIPS	<p><i>Key internal and (if relevant) external relationships</i></p> <ul style="list-style-type: none"> <li>▪ District Governor</li> <li>▪ Stakeholders as required</li> </ul>
RHYTHMS	<p><i>Indicative schedule/time commitment of the job</i></p>



	<ul style="list-style-type: none"><li>▪ Preparation of District Directory May/June</li><li>▪ Regular liaison with District Governor</li><li>▪ Support for meetings etc as required/agreed</li></ul>
YOU NEED TO BE OR WANT TO DEVELOP YOURSELF AS.....	<p><i>Skills and attributes</i></p> <ul style="list-style-type: none"><li>▪ Very well organised</li><li>▪ Strong inter-personal skills</li><li>▪ Highly proficient in administration</li></ul>