

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: DISTRICT SECRETARY

<p>PURPOSE</p>	<p>To ensure smooth and effective administrative operations and internal communication; and</p> <p>To generally contribute to the District organisation's purpose as part of the District leadership team</p>
<p>WHAT SUCCESS LOOKS LIKE</p>	<ul style="list-style-type: none"> ▪ Agendas and minutes accurately prepared on a timely basis ▪ Record keeping is well managed ▪ Communication with Clubs is professional and effective ▪ District Governor functions are well organised ▪ Technology is well managed and the leadership team is supported in using District systems ▪ Annual Reports are professional and attractive
<p>SERVICES AND ROUTINES</p>	<p><i>What is being delivered and how</i></p> <ul style="list-style-type: none"> ▪ Prepare and distribute agendas and minutes of Annual General Meeting and District Board Meetings ▪ Maintain relevant records and documents ▪ Produce Annual Report, in conjunction with District Governor ▪ Pass on correspondence, information, or enquiry received to the relevant person (with due regard to the Privacy Policy) ▪ Support clubs to meet their reporting and related obligations to Rotary International, including updating club and officer information for the RI Directory and District records ▪ Regular publication in the monthly District Newsletter, weekly eDigest, website, and social media of: <ul style="list-style-type: none"> – good news stories from clubs – both recap and promote events to help inspire others to either replicate projects or connect with other clubs/members – collective impact of RI's Seven Areas of Focus ▪ Organise District Governor functions as required

	<ul style="list-style-type: none"> ▪ Work with all other District Executive/Leadership Team in the above areas, and ensure they are supported in use of technology
<p>KEY RELATIONSHIPS</p>	<p><i>Key internal and (if relevant) external relationships</i></p> <ul style="list-style-type: none"> ▪ District Governor – maintain regular two-way communication ▪ District Treasurer – interrelated responsibilities ▪ Storyteller – internal communications/information/website content
<p>RHYTHMS</p>	<p><i>Indicative schedule/time commitment of the job</i></p> <ul style="list-style-type: none"> ▪ Monthly District Board meeting ▪ Monthly publication of District Newsletter ▪ Weekly publication of eDigest
<p>YOU NEED TO BE OR WANT TO DEVELOP YOURSELF AS.....</p>	<p><i>Skills and attributes</i></p> <ul style="list-style-type: none"> ▪ Capable and experienced in communications, including social media and email newsletters ▪ Have a working knowledge of secretarial functions under WA Incorporated Associations and Rotary International ▪ Customer service ethic towards enquiries by leadership team and club members ▪ Have a working knowledge of the Rotary International website's online tools and resources for Rotarians