**District Secretary**

The District Secretary shall be a knowledgeable Rotarian that assists the District Governor by arranging District meetings, handling correspondence, taking minutes of District meetings, collecting and reporting membership statistics and maintaining district records.

The District Secretary is appointed by the District Governor to a one-year term and may be appointed to subsequent terms but may not serve for more than three consecutive one-year terms. The District Secretary must have the understanding of and the capability to communicate via telephone, fax, email and the Internet, including social media accounts of the district. The Distric**t** Secretary is a member of the District Council.

**Duties**

The District Secretary shall:

1. Notify district leadership team and district council members of meetings at least two weeks in advance, with a reminder to leaders to post their reports at least one week prior to the scheduled leadership team or district council meeting.
2. Attend district leadership team, district council, and other meetings as requested by the district governor.
3. Take minutes at district meetings to include, but not necessarily limited to, district leadership meetings, district council meetings, assistant governor meetings, other official district meetings as determined by the district governor.
4. Post minutes to the district files on DACdb.
5. Review expense reports for accuracy and compliance and submits to the district governor for approval.
6. Be a knowledgeable resource in the utility and maintenance of DACdb club and district software and assist club leaders in their use of the software.
7. Maintain an inventory of district supplies and order supplies as directed by the district governor.
8. Train club secretaries at the district assembly and other training events as directed by the district governor.
9. Track district membership and submit a monthly report to district and club leaders.