

## **Rotary District 6110 District Administrator**

### **Job Description**

**Reports to:** The District Administrator reports directly to the Personnel Committee. The District Administrator will also work closely with the District Governor (DG), the District Governor Elect (DGE), District Governor Nominee (DGN), District Governor Nominee Designate (DGND), the College of Governors, Assistant Governors (AG), and various committees.

**Performance Reviews:** The District Personnel Committee will conduct an annual Performance review each June. Said review will be presented at the next meeting of the District Executive Committee & Finance Committee

**Classification:** Employee – Exempt

**Date Revised:** May 27, 2021

#### **Role**

Provide administrative support to District Officers and committees. Serve as an information resource to Rotarians throughout the District. Maintain current and archived District records, saving data to an external source when updates are made.

#### **Major Duties and Responsibilities**

(Percentages approximate.)

Records Retention – 20%	Compile and maintain the contact information for members, club's officers, committee chairs and past and elected officers. Compile and maintain District resource information as assigned. Ensure security of said information including archived records. Send required reports to RI as required by their deadline.
District Resources – 30%	Answer incoming calls, mail, email and any other correspondence within the timeframe defined in the expectations section. Maintain pertinent information on the District Website and historical records in the DACdb system. Assist the District Treasurer, Trainer and other offices as needed.
District Governors – 20%	Provide member and leadership data upon request. Assist in preparing District publications and correspondence as requested. Assist in arrangements and reservation follow up for Pre-PETS and PETS as needed. Assisting in the preparation of all district events.
Other – 35%	Reserve off-site meeting (non-District office) venues as requested. Planning and coordinating all district events. Act as committee(s) liaison to District Governor as needed. Attend Rotary functions as needed. Perform other duties as assigned by District Governor, and Assistant Governors.

#### **Expectations**

1. To perform said duties with a professional and courteous demeanor.
2. To make reasonable attempt to reply to any Rotary District related inquiries within 1 business day of the contact if unable to provide an immediate resolution. If resolution cannot be achieved within that period a status reply needs to be made to the individual making the original contact.
3. To represent Rotary throughout the District thru participation and actions.

#### **Qualifications**

1. Degree preferred but equivalent work experience will be evaluated as an acceptable qualification. (Compensation based upon qualifications, education and experience.)
2. Should possess excellent organizational and problem-solving skills.
3. Should possess excellent interpersonal skills and have flexibility to work with a diversity of people and personalities. Courtesy, tact and diplomacy are essential elements of the job. Work involves much personal contact with District leaders and membership.
4. Should be able to communicate effectively by phone, in-person, and thru written word.
5. Should have computer experience including Microsoft Office Suite, social media, and have capability to learn programs specific to our District and RI needs.
6. Should possess the ability to plan for and self-motivate toward a goal to meet deadlines and to ensure end results that meet the standards of District leadership.
7. Should be available to work daily from 8 AM until 5 PM with some work required outside regular office hours, such as committees that meet after normal business hours, MAPETS Conference which is on a Saturday, District Training Assembly, Annual District and Club database (DACdb) training (3-5 days), District Conference held through the weekend once annually, Large Club Conference travel for 4-5 days annually and International Convention which requires out of town/country travel for 7-10 days annually. Travel and related expenses for these kinds of meetings will be at the District's expense.

## **Rotary District 6110 District Administrator**

### **Duties and Responsibilities**

#### **Records Retention**

1. Maintain an electronic and printed copy of District by-laws and Operating policies and procedures.
2. Responsible for safekeeping of the District records and property and arrange for the accounting and transfer of these to each incoming Governor as needed.
3. Maintain various mailing labels and email databases for newsletters, club committee chair and Assistant Governor Correspondence.
4. Maintain a master file of registration forms, brochures, programs, letters, invitations, etc. for future reference.
5. Responsible for maintaining on-going District records for each standing committee in the District. These records will include but not be limited to:
  - a. Membership development
  - b. By-club history
    - i. Club Officer history
    - ii. Club monthly attendance
6. Foundation Giving – maintain ACCESS to individual, club and District giving records through TRF and the District Foundation Chair/Committee.
7. Maintain an updated and current database of all District and Club leadership including all addresses, phone numbers and e-addresses and/or any other contact information that is available through the District database, DACdb.
8. Responsible for regular back-up of electronic data to an external source with updates.
9. Maintain master copies of all District documents in central office location.
10. Collect and maintain correspondence of District officer information, committee chairs and club officers for the District database for District 6110 website and Rotary International (RI).

#### **District Resource**

1. Represent the District Office as an ex-officio member of the Administrative Council and the Rotary Foundation Committee.
2. Provide administrative assistance as needed in the following District functions:
  - a. Assistant Governor Training
  - b. District Training Assembly
  - c. District Conference
  - d. District Foundation Banquet
  - e. College of Governors/Nominating Committee Meeting
  - f. Mid-America PETS
  - g. District Governor Installation Banquet
  - h. 4-Way Speech Contest
  - i. Provide mailing labels and facilitate email communications to club presidents and other District leaders for District projects/programs like: RYLA, Literacy, Youth Exchange, Interact, Nominating and Insurance.
  - j. Other activities as assigned.
3. Receives and reviews all incoming invoices and receipts and provides information for clarification, and account codes.
4. For the Administrative Council – reserve meeting facilities, prepare and email agendas with reminders, attend meetings as ex-officio member, takes minutes, and distributes in a timely manner to the appropriate committee and the College of Governors. Facilitate virtual or hybrid meetings as needed.
5. Attend local or Zone conferences as directed and funded by the District budget.
6. Compose letters and reports for the District Treasurer as needed.
7. Serve as liaison between District Treasurer and other officers, committee chairs, etc., as needed. Coordinate efforts to solve problems.
8. Serve as liaison between District Treasurer and District Accounting Assistant

#### **District Governors**

1. Compile contact data lists for club presidents, club secretaries and District officers and Committee chairs. Update website, maintain historical records in DACdb, provide mailing labels & establish group emails.
2. Assist with calendar management.
3. Assist with publication and distribution of newsletters as directed by current governor.
4. Collect and maintain monthly club membership reports in newsletter and/or website.
5. Assist in arrangements for Assistant Governor Training and training manuals as needed.
6. Assist in arrangements for PETS and Pre-PETS by compiling contact data for club presidents-elect in early January, email invitations, reserve facilities and assist with training manuals.

7. Assist also, the District Governor Elect and District Governor Nominee as needed in preparation for the next governor terms.

#### **College of Governors**

1. Notify Past District Governors of meeting dates and the location for semiannual meetings.
2. Record minutes of meetings and provide transcribed and typed minutes at next College of Governors (COG) meeting.
3. Notify Zone coordinator and the District of the deaths of any Past District Governors who were living in the District.
4. Work with convener on preparation of meeting agenda.
5. Prepare the District Administrator report information for COG's meeting.

#### **District Governor Nominations**

1. Notify and send forms and information on District Governor Nomination procedures and submission of forms by November 15<sup>th</sup> deadline.
2. After deadline has passed, phone each candidate to ask them to reserve the date of the interview. Immediately send follow-up letter to confirm notification conversation.
3. Prepare packets and schedule interviews.
4. After District Governor Nominee Designate selection has been made by college of Governors and the selected has been notified, send notice to club presidents, Assistant Governors and District officers abiding by the Manual of Procedures.
5. Send selectee's fully executed application form to RI with photograph of applicant, and their spouse, if applicable.

#### **Kirchner Scholarship**

1. Set interview date with committee chairmen and confirm current year committee members.
2. Distribute scholarship information to clubs; include deadlines and interview date.
3. Collect applications; mail to committee members.
4. Notify applicants of interview date.
5. Arrange interview meeting:
  - Reserve Space
  - Room setup
  - Menus/meals
6. Set interview schedule; mail to committee/applicants
7. Attend interviews
8. Notify scholarship winners by letter/send letters of regret
9. Monitor and ensures compliance of Scholarship program.
10. Requests notification of recipient's acceptance and documentation of enrollment by the university along with the departure date and enrollment dates required by the university. Forward copies to District Treasurer.
11. Prepare letters of transmittal to recipient for first and final payments or instructions for wire transfer of funds.
12. Follow-up with request at the end of the full-year for an accounting of the scholarship funds, such as a general definition as to airfare, food, lodging, etc.
13. Maintain calendar reminders.
14. Maintain files.

#### **Maintain correspondence from District Governor to clubs, officers and District Leadership**

1. District Governor Visit schedule; copy webmaster and newsletter editor.
2. Initial information to club presidents.
3. Initial information to Assistant Governors.
4. Notice of approaching District Governor visit to clubs; copy Assistant Governors.
5. Forward important RI correspondence to District.
6. Honorary members review notice to clubs.
7. Notify clubs of any outstanding balances with Rotary International and District.

#### **Marketing/PR and A/V for District 6110**

1. Provide assistance to District website administrators to keep website updated; add new items and update information on the District website – including District calendar, Minutes of District annual meeting, Administrative Council meetings, information provided by clubs, District newsletter and any other items that would be of benefit to District Rotarians. Ensure that all club events/fundraisers are marketed on District website and Social Media pages to provide maximum exposure throughout the District.
2. Aid Social Media administrators with posts and providing marketing materials as needed.
3. Provide assistance to ensure that A/V for events and meetings is setup for District events and meetings.

### **Mid America President Elect Training Seminar - (MAPETS)**

1. Compile and assemble training materials into packets for Facilitator's training, held in February.
2. Notify club presidents, Past District Governors, Assistant Governors and District leadership of date and location.
3. Maintain and assist with registration; copy Public Image chair in all correspondence.
4. Create, print, and assemble name badges and tent cards for District attendees.
5. Handles registration for Past District Governors and Assistant Governors.
6. Make hotel reservation list for Past District Governors and Assistant Governors attending meeting.
7. Collect registrations/fees when necessary.
8. Prepare District specific training materials for training binders.
9. On-site, prepare training binders.
10. Set up District registration at event; coordinate manpower and all handouts; be available entire event to help coordinate all sessions.
11. Order extra training manuals from RI for MAPETS as needed.

### **District Training Assembly**

1. Coordinate with venue to arrange for meeting room(s) setup.
2. Notify club officers, Past District Governors, Assistant governors and District leadership of date and location.
3. Maintain and assist with registration; copy Public Image chair in all correspondence.
4. Assist District Communication Officer in setting up registration in DACdb.
5. Collect registrations/fees.
6. Print name badges.
7. Handle registration for Past District Governors and Assistant Governors.
8. Make hotel reservation list for Past District Governors and Assistant Governors attending.
9. Set up registration at event; coordinate the appropriate volunteers and handouts; be available for entire event to help coordinate all sessions.
10. Coordinate the appropriate training sessions at District Training Assembly.
11. Create certificates for 4-Way Test Speech finalist awards.
12. Take minutes of District business meeting.
13. Transport four state flags and the Rotary flag to meeting site and set up in main meeting rooms.
14. Notify clubs of any resolutions to be voted on.
15. Notify clubs on procedure to elect and designate voting delegates.
16. 30 days prior to District Assembly, send out Budget and cover letter provided by District Treasurer to the Club Presidents and Past District Governors, as well as any other items that come up for a vote.

### **District Conference**

1. Notify clubs 30 days prior to District Conference of any resolutions that will be voted on and procedure for their Elector's credentialing to elect and designate voting delegates for business meeting at conference.
1. Assist Conference chairperson and Golf Tournament chairperson.
2. Collect registrations/fees.
3. Print name badges, signage, and meal tickets.
4. Transport four state flags and the Rotary flag to meeting site and set up in main meeting rooms.
5. Prepare any necessary packets.
6. Set up registration at event, both in volunteers and printed handouts, be available for entire event to help coordinate all sessions and registration area.
7. Work closely with the District Governor and Treasurer.
8. Monitor online registrations.
9. Assist the District Accounting Assistant with reconciliation of all expenses and invoices for payment.
10. Receive and record all necessary reports from PayPal for online payments.
11. Order, receive and collate materials for District Conference.
12. Deliver materials and other necessary items to Conference site.
13. Assist the Golf Tournament Chairperson with maintaining records of Golf Tournament payments, teams, and hole sponsors.
14. Prepare Conference programs, Memorial Service programs and a Foundation dinner program.
15. Assist District Communication Officer in setting up registration in DACdb.

### **Attendance Records**

1. Collect Attendance information from clubs using DACdb database.
2. Assist the Membership chair with follow-up of clubs who are late in reporting club's attendance.
3. Assist TRF chairperson with download of the District Monthly Contribution Report (MCR) off RI's website.
4. Assist the Membership chair with preparation of the attendance report, including monthly giving to The Rotary Foundation by the clubs.

### **RI and District Semi-annual Club Dues –**

1. Monitor collection and receive dues.
2. Follow-up with RI on clubs who are past due in their payment of July and January semi-annual dues.
3. Mid-July – prepare new census information from membership figures reported as of June 30<sup>th</sup> and provide to the District Treasurer and Accounting Assistant.

4. Provide the District Accounting Assistant with spreadsheet of Club Secretaries and Club Treasurers.
5. Monitor compliance with dues policy.
6. Maintain calendar reminders and files.

#### **District Club Information at RI**

1. In June, assure that club officer information and club meeting locations are current and accurate on RI's website.
2. Whenever changes occur in club officers and locations throughout the year, make sure District Governor's and RI's records have been updated by notification from on the club.

#### **District and Club Database (DACdb)**

1. Monitor clubs, District calendar and attendance.
2. Every May and June with the District Communication Officer, monitor and update District information to ensure that Club officer and member data is current and ready for the June 30/July 1 turnover.
3. During the first two weeks of July, verify that the Assistant Governor information and District Committee information is current.

#### **Rotary Foundation**

1. Receive donations from Rotarians in District, assure that the correct form accompanies donation and/or fill out required forms if there is none, and forward to The Rotary Foundation.
2. Follow-up on all donations sent to RI for proper credit to clubs and Rotarian's accounts.
3. Troubleshoot any problems clubs and Rotarians may have with their accounts at RI.
4. In June, contact and encourage Club Presidents-Elects to enter their club's goals before July 1 in Rotary Club Central.
5. Assist the TRF Chairperson and Paul Harris Society Coordinator with keeping current listings of Major Donors, Benefactors, Bequest Society members, and Arch Klumph Society and Paul Harris Society members.
6. Prepare award certificate for new Paul Harris Society members and send to the District Paul Harris Society Coordinator.

#### **Rotary Finance Committee Meeting**

1. Work with Chairperson on preparation of meeting agenda.
2. Prepare the District Administrator report information for meeting.
3. Plan for meeting location and lunch.
4. Attend Finance meeting and record minutes of meeting and provide transcribed and typed minutes at next Finance meeting together with financial statements and audit report.

#### **District Grant - Monitors and ensures compliance of the program,**

1. Works closely with the chair of the District and Global Grants Committee.
2. Assists with the planning of the annual District Grant Management Seminar and records attendance from seminar.
3. Receives all MOUs and records record of receipt in DACdb.
4. Maintains all grant application records in DACdb.

#### **Expense Reports and Invoices**

1. Receives expense reports and requests for reimbursement (making sure figures are correct and all receipts are attached)
2. Assists the District Accounting Assistant with making sure all necessary documents for reimbursement from RI are received.

#### **Club Visioning**

1. Receive approved invoices for payment from chair of Club Visioning. Double check to ensure each invoice has required receipts.
2. Provide invoices and receipts to District Accounting Assistant for payment.
3. Ensures there is a description of charges for clarification to provide to the District Accounting Assistant
4. Order supplies as needed at the request of committee chair.
5. Store supplies in District Office for all training sessions.

#### **District Leadership Academy**

1. Receive approved invoices for payment from chair of District Leadership Academy. Double check to ensure each invoice has required receipts.
2. Provide invoices and receipts to District Accounting Assistant for payment.
3. Ensures there is a description of charges for clarification to provide to the District Accounting Assistant
4. Work with committee chair on graduation dinner at year's end.
5. Assist District Communication Officer in setting up registration in DACdb.
6. Maintains report of dinner registrations and assists with collection of any registration fees.

**Youth Exchange**

1. Receive approved invoices for payment from chair of Youth Exchange. Double check to ensure each invoice has required receipts.
2. Provide invoices and receipts to District Accounting Assistant for payment.

**Assistant Governor Training**

1. Notify Assistant Governors of meeting date, location, and time.
2. Work with District Trainer.
3. Arrange meeting:
  - Reserve Space
  - Room Setup
  - Menus/meals
4. Prepare training material DGE requests for the meeting.
5. Order Assistant Governor training manuals for meeting.

**Assistant Governor Expense Reports**

1. Receives expense reports from all AGs.
2. Provide invoices and receipts to District Accounting Assistant for reimbursement.

**General Administrative Responsibilities –** Answers all incoming calls. Greets all persons entering the office.

Performs general office tasks such as:

1. Opens and prepares the office for daily business activity.
2. Maintains office, office equipment, and kitchen areas.
3. Takes initiative on requests and inquires of administrative nature.
4. Maintains reminders on delegated tasks to ensure progress to deadlines.
5. Schedule meetings and arrange for luncheons.
6. Orders supplies and maintains supply area.
7. Communicates with RI, Clubs and vendors.
8. Gather contact information on Club Presidents and Club Secretaries for DGE.
9. On a quarterly basis, contact club presidents/secretaries for verification of any changes in club meeting places.
10. If requested, assist DGE in contacting District Committee Chairpersons.
11. Other duties as assigned.

**Facilitates and directs the operation of the District Office located at 8209 E. 63<sup>rd</sup> Place, Tulsa, OK 74133.**

**Oversees service personnel for:**

1. Custodial services
2. IT, office communications, and printing equipment
3. Recognizes equipment failures and contacts the appropriate repair personnel.
4. Room setup
5. Menus / meals (if necessary)

**Maintains a District office meeting space calendar for:**

1. College of Governors' annual meeting
2. Club Visioning committee
3. District Clubs (Board of Directors meetings)
4. District project chairs and their committees

**Purchase and order Supplies:**

1. Custodial supplies
2. Office supplies

**As Office Manager, oversees the duties of office personnel in the fulfillment of their work under their assigned title.**

**Oversees office personnel:**

- Part-time District Accounting Assistant
  1. Assists the District Accounting Assistant with any documentation.
  2. Receives copies of all financial reports, invoices and check reimbursements.