

## DISTRICT SECRETARY

- Appointment - Appointed by the Governor with approval of the District Board of Directors.
- Term of Office - Two Years.
- Role - The District Secretary assists the Governor with the administrative details and records of the District.  
- To sit with the Governor at all official meetings.
- Board Meetings - Attend all meetings e.g. annual conference, pre and post board meetings, midyear board meetings and financial meetings.
- Record of Proceedings - Record of the proceedings of Conference and prepare the minutes of all meetings of the District Board of Directors, with reminders to the Governor (or presiding officer) of any matter in the minutes of the previous meeting which should be brought before the current meeting e.g. unfinished business, a tabled motion, a recommendation of the Board.  
- Develop an Action plan (to-do list for Board members) after each Board meeting listing any tasks agreed upon at the meeting and assigned to the Governor and/or Board members. This plan should be distributed as soon as possible after the board meeting.
- Motions - Prepare motion forms for use during District Business meetings and Conference Business sessions.
- Conference - Prepare ballots for conference elections, or in the alternative, facilitate Survey Monkey voting for elections at the request of the Governor.
- Pre-Conference Board meeting - Ensure these minutes are available for the Post conference board meeting.
- Conference report - Record and prepare minutes for all business sessions, awards presented, election reports and conference chair reports at Conference. With the District Governor, prepare a written report of the conference proceedings as required by the Bylaws and District Policies.
- Other Documentation Prepare and send such reports, notices and correspondence as the

Governor may request.

Records - Maintain a record of all pertinent material to this position during the term of office, to act as a guide to a successor, or for inclusion in the archives.

Expenses - Claim any expenses as allowed under District Policies.

NB: Please read this position description in conjunction with Altrusa International, Inc. Bylaws and Policies, District Eleven Policies and International Resource Manual.

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