



Job Description

Officer Position: SECRETARY (Elected annually at Fall HOD. One year term, renewable.)

Rationale: The District Secretary is the recording and corresponding officer for the district. He is custodian of the district calendar, chapter show clearances and licenses, incorporation regulations and district documents.

Tasks & Responsibilities:

1. Assist the President, BOD and DMT in conducting the business of the District.
2. Serve as a member and secretary of the BOD, DMT and HOD.
3. Prepare an annual budget proposal and submit it to the VP Finance for inclusion in the preparation of the District Budget.
4. Attend the Society's annual Leadership Forum when invited.
5. Attend BOD, DMT and HOD meetings
6. Process chapter applications for show clearance and SOCAN license and to provide an updated list monthly to the BOD, DMT, HOD and Chapter Secretaries.
7. Prepare agendas for meetings (after consulting with District President) and distribute to all district officers and committee chairmen no later than 7 days in advance of the meeting.
8. Take, transcribe and distribute minutes of meetings, committee and other reports, no later than 15 days after the close of the meeting, to the BOD, DMT, HOD and Chapter Secretaries.
9. Maintain the list of Delegates.
10. Enter all District Leaders on eBiz immediately following the elections and appointments at the fall HOD.
11. Be familiar with the Society's current Operations Manual as found on the Society's web site.
12. Keep the district incorporation documents in a safe place.
13. Sign all documents requiring his signature.
14. Record any and all changes to the District Bylaws, Operations and Policies Manual (BOP) and ensure that the changes are implemented on the district's web site.

Directly Communicates with: District President, BOD, DMT, Committee Chairmen, Chapter Delegates and Chapter Secretaries.

Reports Required			
Type	To	Copies to	Due Date
Annual Work Plan in writing.	District President	BOD DMT	For following year one week prior to September Planning meeting.
Progress Plan in writing.	District President	BOD DMT	One week prior to each DMT and HOD meeting.