

DISTRICT ADMINISTRATOR

ROLE:

To oversee and facilitate the administrative functions of the District.

RESPONSIBILITIES:

The primary purpose of this position is to oversee the following committees to ensure that their tasks are completed according to the guidelines of Rotary International and the direction of the District Governor:

- Awards
- Historian
- Insurance
- Nominating Committee
- Registration
- District Partnerships (ie. ShelterBox)

The District Administration Chair will work with the District Leadership Team to fill any vacancies in the above committees.

Must attend and participate in District meetings and functions, including the DLT meetings, District Assembly and District Conference.

Work on other District activities as assigned by the District Governor.

QUALIFICATIONS:

Must be an active member in good standing in your Rotary Club for at least 3 years. Should have a working knowledge of the responsibility of each of the aforementioned committees.

Must have experience using Microsoft Office (including PowerPoint).

The ability to juggle multiple priorities and interact positively and proactively with diverse personalities is a plus.

TERM OF OFFICE: 3 years - at the discretion of the standing District Governor.