

District Secretary

This position may be combined with the office of treasurer. Accurate, timely records are essential to district operations. The district secretary records and maintains important district documents so that the district can function effectively.

The district secretary should be a reliable, well-organized person who understands and appreciates the need for accurate, well-maintained records. He or she should have access to facilities for word processing and photocopying. The secretary may be appointed by the district governor, subject to approval of the executive committee and confirmation by the district council, or elected. The district secretary is eligible for reelection or reappointment for one succeeding term only.

Responsibilities:

- Serve as a member of the district executive committee under the direction of the district governor and executive committee.
- Uphold the bylaws and policies of Toastmasters International and the district administrative bylaws, following them to the best of his or her ability.
- Attend and participate in training programs provided by the district.
- Assume responsibility for all district correspondence.
- Assume other duties as directed by the district.

Standards:

- Record and keep minutes of executive committee and district council meetings.
- Serve as custodian of the district administrative bylaws and policies, as well as keep a permanent history of district accomplishments.
- Assist in the preparation and mailing to clubs of announcements for district meetings, copies of minutes and other district reports.
- Prepare his or her successor to assume office, providing all documents/records and other district property, completing all other steps necessary for an orderly transfer of office by June 30.