



**Title:** *District Secretary*  
**Reports to:** *District Governor and District Board*  
**Category:** *Non-Exempt*  
**Status:** *Part Time (minimum 30 hours per week)*

### **Introduction**

The position of District Secretary is responsible for the planning, organization and direction of the District Office and programs. This position is the primary administrative contact with Kiwanis International and as such is responsible for ensuring effective communication with Kiwanis Headquarters, the Board of Trustees, and the District's Clubs.

The District Secretary shall be appointed annually by the Governor with the approval of the Board of Trustees assuming office with the Governor. This is a position approved annually by the Board of Trustees. The District Secretary position is voting member of the Board of Trustees and as such is required to attend all quarterly board meetings.

### **Experience Seeking:**

- Bachelor's degree in Business Management or Communication is preferred.
- 5 or more years management or supervisory experience
- Experience in non-profit management in an operational environment is a plus.
- Demonstrates effective leadership and management skills
- Creative problem-solving skills, detail oriented, works independently and organized
- Excellent communication skills, both verbal and written.
- Experience with Microsoft Office 365, e-mail and collaborative computer software.
- In lieu of any of the above, professional work experience and Kiwanis family involvement will be considered.

### **Duties**

#### **Administrative:**

- 1) Keep all records of the District, including the minutes of the convention and board meetings.
- 2) Prepare Board packets and minutes for all board meetings and distribute those minutes in accordance with the bylaws within 30 days of the Board meeting.
- 3) Collaborate with the Governor to set the location of all quarterly District Board Meetings and meals, if required.
- 4) Complete official board report for all official board meetings using a Board approved report format.
- 5) Submit to the proper officials and committees all communications received from Kiwanis International.
- 6) Ensure all required reports are submitted to Kiwanis International by the required deadlines for all branches of the Kiwanis family. (eg. Audit reports, Board meeting minutes)



- 7) Cooperate with the Governor in forwarding and collecting all official reports required by Kiwanis International.
- 8) Travel will be limited to District convention planning and District Convention, the Midyear Conference, Kiwanis District Board Meetings, Key Club Board meetings, Key Club and Circle K Conventions, and the Kiwanis International Convention.
- 9) The District Secretary shall strive to keep the District Board informed on all matters affecting them as well as the clubs in the Pennsylvania District.
- 10) The District Secretary shall oversee the compilation and distribution of mailings and electronic communication for the Kiwanis, Key Club and Circle K Districts.
- 11) Responsible for retrieving and opening District mail from PO Box and/or designated District Office official address.
- 12) Responsible for recording the receipt of any checks and/or cash that is sent to the District office and deposit it in the District office bank account(s). The deposit summary should be emailed to the District Treasurer.
- 13) Management of the District Office (Physical or Virtual), including but not limited to:
  - a. Employment of staff. (if any)
  - b. Discipline of staff, as necessary.
  - c. Maintenance of facilities and equipment. (If needed)
  - d. Responsible for proper insurance coverage, bond protection, etc.
  - e. Ensure the policies of the Kiwanis District are followed, whether written or implied.
  - f. Keeper and protector of the Official Seal of the District.
  - g. Establish and maintain a District official address, phone numbers, e-mail addresses. The official mailing address may be a post office box or physical office.

#### **Financial / Accounting**

- 14) Shall receive and deposit all checks and cash received for the Kiwanis District and all affiliated organizations and provide reports of these deposits to the Treasurer of the District and Foundation twice a month or as requested by the Treasurer(s).
- 15) Shall receive all invoices for the District and submit them without delay to the Treasurer and Finance Committee chair for approval and payment.
- 16) With the approval of the Board, shall be an official signer on all District contracts.
- 17) With the approval of the Board, procure supplies and required purchases (eg software, awards, pins).

#### **District Convention and K-Family events**

- 18) Shall receive registrations for all Kiwanis family conventions and conferences, process those registrations and prepare registration reports and packets to the District Board and Treasurer.



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- 19) Responsible for printing of any certificates and awards for the District Convention.
- 20) Shall attend the annual Kiwanis District Convention, staff the Convention office under the management of the District Meeting Manager.
- 21) Make a report to the district at its annual convention and such other reports as directed by the Governor or the District Board.