

SCOPE OF SERVICES - District 5300 Administrator

General Description: The part-time position of District Administrator supports the Rotary District Governor, District leadership, and Rotary clubs. Manages District receivables and allocation reports. Keeps the District data-base roster and manages club attendance reporting. Facilitates communication, responding to inquiries from clubs, Rotarians, and the public, and prepares a monthly newsletter for distribution to clubs and the public via the internet. Additional responsibilities as decided necessary by, and by agreement with, the District Governor.

Requires general and specific computer skills and proficiency in: Word, Excel, PowerPoint, Publisher (or Adobe InDesign), Outlook and internet. DaCdb experience a plus.

SERVICES

1. General 'Office' Services

Provides mail, telephone and email support for Rotary Club and Rotarian inquiries. Respond to inquiries by District leaders, Rotary clubs, Rotarians, and outside parties as so designated by Governor; direct inquiries to appropriate District staff as necessary. Receives, opens, and directs the distributions of District mail and email.

Office hours to be decided in a real or virtual office setting as decided by the independent contractor and the District Governor. Some set hours are needed; other hours can be negotiated.

District Website Design and Support - Working with the District Webmaster, makes recommendations for changes to the look and feel of the District 5300 Website (www.district5300.org). Updates and posts news items of general interest to Rotarians and Rotary Club leadership.

District Governor's Newsletter - Working with the District Newsletter and Public Relations Committee Co-Chairs, prepares and distributes a quality electronic publication.

Keeps inventory of District equipment and materials - Working with the District Quartermaster, maintains a list of all equipment and materials, their condition and where they are stored and presents a summary report to the District Governor on January 30 of each year.

Keeps full backup of all computer files to online backup system/cloud including monthly full backup file copies to be sent by 3rd day of the month for prior month information to DG.

2. Keeps the District library of Rotary International and District publications.

3. Financial Responsibilities

The District Administrator manages day-to-day accounts receivable and accounts payable, working with the District Bookkeeper and reporting to the District Treasurer, keeping correct and up-to-date records on Excel spreadsheets

Invoices Rotary Club semi-annually and receives all payments made to the District for club dues and assessments, District events, etc. and makes deposits to District bank accounts no less often than once per week.

Gives monthly summary of bank deposits with supporting documentation, explanation, and allocation of funds to which accounts to the District Bookkeeper.

District and Club Database Management

Keeps District Events calendar on DaCdb, entering new events as given by the District Governor and future Governor teams. Enters District events and pertinent adjunct information on the District Website Calendar.

Aids clubs with use of DaCdb system, including general access issues and event registration.

4. Reports

The Administrator keeps copies of the following District reports on file, for the periods shown below:

- a. Reports sent to Rotary International - 5-year period
- b. Report of the District Conference to RI - 2-year period
- c. Report of the District Assembly to RI - 2-year period
- d. Financial report for the Rotary year (including the budget and budget revisions) - 4-year period
- e. Bylaws & Code of Policies and Procedures - current and 3 years earlier
- f. Report of new clubs established or clubs terminated - 5-year period
- g. President-Elect Training Report - current

- h. General reports submitted to The Rotary Foundation, Group Study
- i. Exchange and Foundation Awardees - 5-year period
- j. Report of any change in District boundaries or adjustment of club territories - 10 year period
- k. Report(s) of significant developments in the District - 3-year period
- l. Governor's monthly newsletters - 2-year period
- m. Hard & electronic copy of the District Directory - current and past
- n. Copy of District Strategic Plan and updates
- o. Keep current Youth Protection Policy & Procedures
- p. Copy of all District legal contracts and agreements and amendments
- q. Other reports with designated periods as so established by Governor

Aid clubs with use of DaCdb system especially prompt adding or terminating of members.

Processes mail-in registrations and payments for District events, entering DaCdb registration system and keeping a file for the Event Chair and/or Registrar.

With the incoming Governor team, aid with obtaining club leadership information to update DaCdb leadership structure and committees.

Aid Club Secretaries with monthly reporting of attendance and membership changes. Monitor attendance reporting and prepare attendance reports for the District Governor for Rotary International.