

Secretary/Treasurer Job Description

Reports to: District Governor

DUTIES AND RESPONSIBILITIES

- 1. You have been appointed to act as Secretary or Treasurer or both for your District. You have the specific duties of communications and handling finances as directed by your District Governor.**
- 2. You have important tasks, although many of them will be done behind the scenes. You were chosen because of your abilities and the fact you are recognized as a leader in your District.**
- 3. Plan your year to pass on to the next Secretary/Treasurer as much information as possible to make the change of officers as smooth as possible.**
- 4. Provide International Headquarters with up to date and accurate information on membership. Respond with membership changes promptly. Verify membership statistics with headquarters periodically.**