

# DISTRICT SECRETARY

**Role:** District Secretary

**Supported by:** District Governor and the district board  
KI-EF executive committee and KIEF-secretary  
Member Support Center Europe (MSC Ghent)  
Kiwanis International – corporate office (Indianapolis)

**Reports to:** Kiwanis International, District Board and membership

**Role Summary:**

The district secretary is an important link in the administrative chain of reports in the organization from club level towards the international offices in Ghent and Indianapolis. (s)He is an elected (or appointed) officer of the district, a voting (or non- voting) member of the district Board, responsible for the district administration or district office, the district correspondence, reports and archives, and all other matters that usually are related to such an office.

**Qualifications:**

The district secretary's key position of leadership demands an authoritative knowledge of all Kiwanis operations affecting the district - The district secretary must perform his duties with discretion, and he/she shall never be involved in public criticism of the elected officers of the district, the Federation or KI.

**Duties**

- Promote the Objects and objectives of Kiwanis International.
- Promote the interests of the clubs within the district.
- Perform such duties and responsibilities as are currently prescribed, or as may be amended in the bylaws, policies, or procedures of Kiwanis International, KI-EF or of the district or as may be assigned by the district Board.
- Actively promote implementation of growth efforts of the district in conjunction with Kiwanis International's strategic growth plan.
- Actively promote and support programs of emphasis by Kiwanis International, such as the membership coordination, growth, new club opening administration, the service leadership programs (where applicable) and the global campaign for children.

- Attend all meetings required by the district.
- Assist the Governor and district Board in conducting the business of the district.
- Keep all records of the district.
- Submit to the proper officers, committees, or persons all communications received from Kiwanis International and the European Federation and cooperate with the Governor in forwarding all reports required by Kiwanis International and the European Federation
- Attend and keep the minutes of the meetings of the district Board and the district conventions.
- Make a report to the district at its annual convention and such other reports as directed by the Governor or the district Board.
- Perform such other duties and responsibilities as usually pertain to such office or as may be assigned by the Governor or the district Board.

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