

APPENDIX D – DISTRICT KEY POSITION JOB DESCRIPTIONS

District Secretary-Treasurer

Amended 03/05/2020

Summary:

The District Secretary/Treasurer of the Capital District is the sole administrative staff of the District and is appointed annually and is responsible to the Capital District Board of Trustees. This individual is responsible for providing support to district officers, communicating with Kiwanians and Kiwanis Clubs, acting as a liaison with Kiwanis International and all Kiwanis International districts and entities, maintaining all district records and performing all administrative and financial duties assigned by the Capital District Board of Trustees. Attendance at training scheduled by Kiwanis International will be required.

Qualifications:

- Demonstrate experience with administrative functions including report preparation, task management and financial data management
- Knowledge of the Kiwanis family structure and function
- Excellent verbal and written communication skills
- Exhibit knowledge of and experience with basic computer programs (i.e., Word®, Excel® and Publishing®, or similar programs)
- Experience managing club or similar websites
- Experience that demonstrates the ability to perform the tasks of the district secretary/treasurer
- Evidence of ability to work independently and to meet deadlines
- Satisfactory completion of Kiwanis International background check
- Bondable

Preferred Experience:

- Organizational administrative experience
- Secretarial experience within the Kiwanis family
- Kiwanis administrative experience at club, division or district level
- Event planning

Duties and Responsibilities:

- In addition to Duties and Responsibilities addressed in the Capital District Bylaws and Policy Statements:
- Administrative
 - provide administrative continuity for the Capital District
 - staff liaison between Capital District and International
 - support of CKI and Key Clubs
 - maintenance of district directory records
 - District Board support (including agenda preparation and report distribution)
 - attendance at district and international training and events
 - report review
 - information dissemination
 - Responsible for all District purchasing, procurement and contracts

- District and event planning and related contract review
 - Bylaw and policy preparation
- Financial
 - receiving and accountability of funds
 - funds deposit management
 - funds disbursement (including CKI and Key Club)
 - journal and accounts bookkeeping
 - maintenance of all financial records (including CKI and Key Club)
 - budget preparation in conjunction with finance committee
 - submission of all IRS and other financial and corporate filings
- Communication
 - participates with any District committee dealing with administration and operation of clubs in the Capital District
 - correspondence
 - annual report to House of Delegates
 - report preparation
 - correspondence with clubs
 - interaction with Kiwanis International and other Kiwanis districts
- Electronic
 - club support for Kiwanis electronic communications and websites
 - participation in district web-site maintenance
- Committees
 - District Executive Committee
 - ex officio member of all Policy Formulation Committees
 - Serves as Treasurer of all conference and convention committees