

ROTARY CLUB OF POINT WEST – SACRAMENTO

EXECUTIVE SECRETARY

JOB DESCRIPTION

1. Status of Executive Secretary:

It is not necessary for the person filling this position to be a Point West Member, but it definitely is an advantage. The position is not one of employment but, rather, this person is an INDEPENDENT CONTRACTOR. There is no workers' compensation insurance covering this position purchased by Point West Rotary. A written agreement acknowledging the details of this relationship is necessary prior to the filling of this position on a permanent, full-time basis.

2. Required Skills and Necessary Equipment:

The position requires secretarial skills, knowledge of common software such as Microsoft Word, Microsoft Excel, Adobe Reader, and Adobe Page Maker, and possession of sufficient computer equipment to communicate with all club members by email and fax in a quick and efficient manner.

3. Hours:

This job can be done in 10 hours/week. Occasionally, it will take more; it can take less, although, if one is motivated, there is probably no end to the number of hours you could spend. There should be no obligation to keep track of hours. The hours can be arranged in any way the individual wants except that attendance at Friday's morning meetings and the monthly Board meetings is required. In addition to attending the Friday morning meetings and monthly Board meetings, this individual may be asked to attend, from time to time, other Rotary functions (like the Brewfest and Festa di Vino) to assist with administrative functions.

4. Pay:

This position pays \$100/week. Since the individual is an INDEPENDENT CONTRACTOR, this will be handled on a "1099" basis and the Club will not deduct for Federal or State taxes or other traditional employee withholdings. This person is expected to be able to advance on behalf of PWR, certain costs like postage, stationary and, from time to time, payments to outside vendors. Exact records should be kept and the club invoiced each and every month for the administrative fee of

\$100 per week and any and all costs advanced for benefit of the club. Receipts, where possible, must be kept for costs advanced.

5. Duties:

A. Communication:

1. Two data bases in spreadsheet form are to be kept up weekly: an email listing and a membership roster. Each Friday after the meeting, a copy of each must be emailed to a designated list of officers and Board Members and others as required whenever there has been a change made in either list.
2. Mid week, any number of emails must be sent to club members at the request of officers and Board members.
3. 10 copies of the District Newsletter must be mailed weekly.
4. 03 copies of the District Newsletter must be faxed weekly.
5. Other duties as assigned from time to time including but not limited to correspondence to the District or as directed by club officers and Board.

A. Friday Morning Meetings:

1. Attendance required from 6:45 AM to meeting's end, usually by 8:30 AM.
2. Supervise attendance reporting and badge distribution.
3. Make roster update sheets available to members. Take down new contact information.
4. Other duties as assigned from time to time.

B. Roster:

1. Take new member's digital photo.
2. Create new photo roster page using Adobe Page Maker.
3. Distribute updates to photo roster on 4/1 of each year.
4. Distribute Pocket Roster on 10/1 of each year.
5. Other duties as assigned.

C. New Members:

1. Assist Membership Chair with processing of application.
2. Gather data for photo and pocket roster.
3. Monitor new member's progress on new member check list.
4. Assist new member with initial committee assignments.
5. Other duties as assigned.

D. Record Maintenance:

1. Keep three-ring binder current at all times with Club's Articles of Incorporation and Bylaws.
2. Keep three-ring binder current at all times with Foundation's Articles of Incorporation and Bylaws.
3. Other duties as assigned.

F. Other duties as assigned.