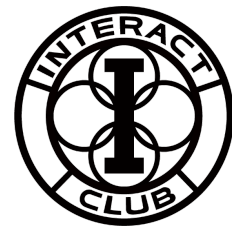




# INTERACT DISTRICT 5160

## DISTRICT COUNCIL POSITION DUTIES



PLEASE READ THIS DOCUMENT THOROUGHLY. IT IS IMPORTANT THAT YOU UNDERSTAND EXACTLY WHAT YOU WILL BE DOING AS YOUR APPOINTED POSITION. YOU WILL BE ASKED WHAT IS REQUIRED OF YOUR POSITION DURING THE INTERVIEW AND IT IS IMPERATIVE THAT YOU HAVE COMPLETED THE NECESSARY SUPPLEMENTS FOR YOUR POSITION ON THE GOOGLE DOC APPLICATION.

### **Required of All DC:**

- **Attend all DC meetings**
- Attend all DC events and activities
- Be active in discussions, share ideas, give input at DC meetings
- Assist fellow DC members with their tasks; stepping over “duty lines” when necessary
- Responsible for keeping all DC members “in line” of duties, be assertive when a DC member does not complete assigned tasks; aware of each DC position’s duties
- *Form strong bonds with one another*
- Alert of all district functions, check the Facebook group regularly
- Responsible for “passing on the duty;” retain any materials necessary to pass on to future DC members during the year

### **District Governors:**

- Organize four district wide events encompassing 48 Interact clubs
- Prepare and lead the monthly district council meetings
- Maintain communication with school officers of local Interact clubs and Rotary Advisors

### **Lieutenant Governors:**

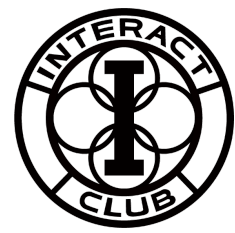
- Assist District Governors with any tasks that are needed to be completed
- Organize four district wide events encompassing 48 Interact clubs
- Maintain communication with school officers of local Interact clubs and Rotary Advisors
- Create meeting agendas and find meeting locations for monthly district council meetings
- Work with contracting and following up on outside resources (DJ, speakers, etc.)
- Work directly with Secretary, Activities Coordinator and Logistics
- Maintain the District Council email and google drive for District Council:  
interactdistrict5160@gmail.com

### **District Ambassadors:**

- Contact respective District Delegates for weekly/bi-monthly area updates and make sure it is sent to the webmaster
- Assist District Delegates with reaching club presidents
- Make sure that district delegates are hosting monthly area meetings and area events
- Contact District Delegates about event headcounts and names from each school



## INTERACT DISTRICT 5160 DISTRICT COUNCIL POSITION DUTIES



- Make sure District Delegates are informed about district events and are informing Interact Presidents

### **Activities Coordinator(2):**

- Proposes a variety of planned activities to DC at least a month prior to a district event/area event
- Plans and executes social activities at district events (e.g. ice breakers at the Winter Retreat)
- Secures all materials required
- **MANDATORY SUPPLEMENT: Come up with two unique games (i.e. no heads up seven up or games that were used at this year's DC events). Make sure to explain the game so that the instructions are easily understood in the supplement box of your application.**

### **District Delegates(1-2 per area): "The link between the Interact school clubs and DC" (There are 11 areas and each area has 1-2 delegates)**

- Establishes and MAINTAINS connections with/among the clubs, presidents, Rotary Clubs, and faculty advisors in their assigned areas
- Keeps DC (governors/lieutenant governors/district delegates) updated on the ongoing communication/events/complications/fundraisers/volunteer events of their designated area.
- **EXPECTED:**

-Post updates on facebook groups and present a concise area update on all school clubs [in designated area] at each DC meeting

- **Organize at least 2 area events** that include aspects of a social gathering, a service project, and a fundraiser toward our service project (one event per semester)

-**Update "Area Directory"** frequently

-**Host "Area Meetings"** at least once a month, inviting presidents, officers, Rotarians, and faculty advisors to plan fundraisers, events, and bond!

-**Area Updates:** Provides the webmaster with a typed update at the 1st of each month

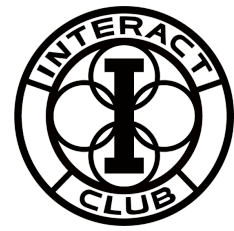
***District delegates play an extremely important position in the district, as communication between all clubs is necessary to build a strong district. This position requires a substantial time commitment. (FOR A LIST OF AREAS PLEASE REFER TO INTERACT5160.ORG)***

### **Logistics(2):**

- In charge of handling all matters food related
- Includes bringing snacks for meetings and events
- Will be reimbursed for purchases



## INTERACT DISTRICT 5160 DISTRICT COUNCIL POSITION DUTIES



- In charge of buying raw materials needed for activities (construction paper, tape, etc)

### **Publicity Coordinator(1-2):**

- Serves as the district's "design" specialist (for flyers, posters, shirts, etc)
- Takes photos during events
- Writes a blurb about the service project for district newsletters
- Publicizes the district goals and functions by means of video, posters, flyers, etc. [all materials must be accessible to all the clubs in the district]
- Responsible for the making and designing of an appealing flyer for every district function
- Acts as a photographer at all district functions (including meetings)
- Responsible for uploading pictures in a timely manner
- Responsible for the making of an Interact slideshow for the end of the year
- **Mandatory Supplement: Attach a previous poster that you've made for an event or create a poster demonstrating a DC event. If you're making a new poster, just assume that the event is conference and use random times/places/dates for details.**

***Note: Must be equipped with camcorder and camera, as well as ample knowledge for editing videos and formatting pictures.***

Work with: Webmaster

### **Secretary(1-2):**

- Contact Information: maintains DC directory
- Email: Inputs/updates email contacts on email list
- **EXPECTED:**

-Record detailed minutes at EACH DC meeting (take notes on what's discussed)

-Type and send the minutes to the webmaster promptly

-Post minutes on facebook groups promptly

Work with: District Delegates and Webmaster

### **Service Project Liason(1-2):**

- Identifies potential service projects the district may select as the district service project
- Records and collects all donations for service project
- Helps with promotion of service project.

Work with: District Delegates, Publicist and Webmaster

### **Webmaster(1-2):**

- Creates and maintains a user-friendly Interact District 5160 website
- Is aware of all district events and is active in updating changes on the website



## INTERACT DISTRICT 5160 DISTRICT COUNCIL POSITION DUTIES



- Keeps an accessible calendar of district events on the website
- Uploads meeting minutes and event pictures in a timely manner
- Oversees technological operations at events (i.e. Interact Conference)
- Creates and maintains accessible databases on the website
- Creates web pages for other clubs who are in need

**Note: must have ample knowledge of web designing, as well as being tech/comp savvy**

Work with: Publicist and Secretary

**MANDATORY SUPPLEMENT: List the types of programming you know (c#, f#,etc)**

### **Youth Programs Liason(1-2): “The link between Rotaract, Youth Exchange and DC”**

- Attend Rotaract DC Meetings
- Attends Rotaract and YEX functions
- Responsible for planning/executing one joint project/event with Rotaract
- Keeps DC informed of YEX and Rotaract activities and vice versa
- Maintains strong relationships with Rotaract DC, especially the Rotaract District Governor and Lieutenant Governor
- **MANDATORY SUPPLEMENT: List three major rotaract clubs in the District**