

## Interact District Council: Position Descriptions

### **Governor:**

- General tasks:
  - Create agendas and lead monthly Zoom Meetings
  - Delegate tasks to the team (support brainstorming, create due dates, follow up and provide support)
  - Communicate with District Rotarians
  - Plan district-wide service projects and trainings
- Skills you will need or learn:
  - How to communicate with a team
  - Must be able to articulate ideas and thoughts towards a subject well
  - How to create and follow through on a project timeline
  - Organization of documents and spreadsheets
- General time commitment:
  - Varies significantly throughout the year
  - Meetings: Once a month District Executive Board zoom meetings (includes interactors and other Rotarians for feedback and concerns)
  - Outside of meetings: 2-5 hours per week

### **Assistant Governor:**

#### -General Tasks:

- Assists Governor in any and all tasks
- Responsible for communicating with Rotarians, Interactors, and others.
- Always being able to have input on any topics related to the District
- Responsible for schools in specific area
  - Communication with Interact Clubs and Youth Chairs in Area
  - Keep in contact with other school presidents to hear about opportunities/events/general information
  - Offer help/assistance to your schools
- Assist Governor in sending information out to areas
- Keep the governor and other board members in the loop on projects, assignments, events, etc.

#### -Skills you will need or learn:

- How to assist with tasks (delegated by Governor)
- How to communicate with a team
- How to assist in creating and following through on a project deadline
- Responding quickly

#### -General time commitment:

- Varies significantly throughout the year

- Meetings: Once a month district council zoom meetings; once every other month meetings with all interactors in the district
- Outside of meetings: 2-5 hours per week

Area Coordinators:

- Assist in communications with Clubs in your Area

- South Area Coordinator :

- School Districts
  - Saddleback
  - Capistrano Unified
  - Laguna Beach Unified

- North Area Coordinator :

- School Districts
  - Fullerton Union
  - Placentia
  - Anaheim Union
  - Brea Olinda Unified

- Central Area Coordinator:

- School Districts
  - Garden Grove
  - Huntington Beach
  - Irvine
  - Newport-Mesa Unified
  - Orange
  - Santa Ana
  - Tustin

- West Area Coordinator:

- School Districts
  - La Mirada
  - Whittier (Cal High)
  - Long Beach
  - Etc.

**Secretary:**

- General tasks:
  - Communicate with members of the board
  - Try to attend as many meetings as possible
  - Add notes to the agenda during meetings
  - Help with any other things that other members may request
- Skills you will need or learn:

- Communication skills
- Organization skills
- Listening skills
- Time management
- General time commitment:
  - Varies by the week and meeting
  - Meetings typically take place once per month for 1-2 hours

### **Website Coordinator:**

- General tasks:
  - Continue developing our website
    - Promote events and newsletters on website
  - Attend and participate in District Council Meetings
- Skills you will need or learn:
  - Website development
  - Self-driven and creative
- General Time Commitment:
  - Depends on skill level and workload of the month

### **Social Media Coordinator:**

- General tasks:
  - Lead the Social Media Team -> this means that while you may be posting stuff on social media, you will mainly be delegating these tasks to your team members
  - Create flyers, reels, stories to post on social media platforms (generally Instagram)/update any new info
  - Attend district council zoom meetings and communicate with the team to post prior to any events
  - Highlight Interact clubs and events/repost on our page
  - Communicate with people via DM
- Skills you will need or learn:
  - How to create a task list, delegate these tasks to a team, assign due dates, and follow up with your team members
  - How to grow a social media account (increase followers and posts)
  - How to use Canva and/or other editing apps to create flyers and videos
  - Organizing flyers and videos created in one folder
  - How to post on social media
  - Communicating with our Interact clubs when highlighting their club/events
- General time commitment
  - Usually takes 1-2 hours to create from scratch and post

- Attend district council zoom meetings once a month and full zoom meeting every other month

### **Social Media Team Member:**

- General tasks:
  - Complete tasks assigned by the Social Media Coordinator (creating TikToks, Reels, flyers, stories, etc)
  - Communicate with people via DM
- Skills you will need or learn:
  - How to use Canva and/or other editing apps to create flyers and videos
  - Organizing flyers and videos created in one folder
  - How to post on social media
  - Communicating with our Interact clubs when highlighting their club/events
- General time commitment
  - Usually takes 1-2 hours to create from scratch and post
  - attend district council zoom meetings once a month and full zoom meetings every other month

### **Newsletter Coordinator:**

- General tasks:
  - Lead the Newsletter Team -> you will be assigning tasks to your team members and following up with them to produce a monthly newsletter (goal)
  - Create newsletter that encompasses all of Interact's accomplishments for the past period of time
  - Interview Interact members and gather data to use in newsletter
- Skills you will need or learn:
  - How to use Issuu
  - How to use Microsoft Powerpoint and/or Google Slides
- General time commitment:
  - Around 5 hours per month
  - Attend district council zoom meetings once a month and full zoom meeting every other month

**Newsletter Team:** We use Issuu, Microsoft Powerpoint or Google Slides. Someone well adverse in editing and newspaper formats

- Create the layouts for each Newsletter every month
- Create a central theme around each Newsletter (Ex: October - Halloween)
- Interview and gather information and pictures to include in the newsletter
- Must be able to create a set of interview questions for the required task
- Newsletters come out at the beginning of each month so be aware of due dates
- Typically will interview 2-3 people each newsletter
- Be able to articulate your feedback well