

## **Interact District Officer Duties and Responsibilities**

**District Representative:** Leader in district meetings, plans year along with District Chair, liaison with District Chair

**Vice Representative:** Assistant to District Representative, interacts with District Representative often, assumes role of District Representative when needed, liaison between Interact district and Rotary website coordinator

**Secretary:** Records and presents minutes of all meetings, handles correspondence when necessary, communicates to clubs via e-mail when appropriate, notifies officers of all meetings by text messaging, e-mail and/or phone.

**Historian:** Maintains a scrapbook record (including pictures) of the entire Interact year, including but not limited to, events such as District Officer meetings, District Trail Stomp, any other district-wide projects and the annual Interact Convention

**Cluster Representative:** Represents membership of the geographic club cluster (Northeast, Northwest, Southeast, Southwest) and fulfills any extra responsibilities as requested, serves on committees as needed

**Middle School Representative:** Represents members of Elementary and Middle School Interact Clubs and fulfills any extra responsibilities as requested, serves on committees as needed.

**Member At Large:** Represents entire membership and fulfills any extra responsibilities as requested, serves on committees as needed