





District Secretary The secretary takes and distributes minutes of all district board meetings. They are also responsible for district correspondence and reports and produce a district directory. The duties of secretary include: Attend Spring Board Meeting (April 12-14, 2024, I. Knoxville, TN) Attend Summer Board Meeting (June 21-23, 2024, 2. Knoxville, TN) If possible, International Convention 3. If possible, Dollywood Fall Rally Attend Winter Board Meeting (November 15-17, 2024, 5. Lexington, KY) Attend District Convention (March 13-16, 2025, 6. Lexington, KY) Produce and distribute newsletters to club secretaries 7. and the board throughout the year. District Treasurer The treasurer is responsible for the collection of district dues and disbursing district funds properly. The duties of treasurer include: Attend Spring Board Meeting (April 12-14, 2024, I. Knoxville, TN) Attend Summer Board Meeting (June 21-23, 2024, 2. Knoxville, TN) If possible, International Convention 3. If possible, Dollywood Fall Rally Attend Winter Board Meeting (November 15-17, 2024, 5. Lexington, KY) Attend District Convention (March 13-16, 2025, 6. Lexington, KY) 7. Produce and distribute newsletters to club treasurers and the board throughout the year. Maintain accurate records of board members expense accounts and distribute expense checks in a timely manner.