



# You Are the Housekeeper

## Connecting as Administration Manager

As the Administration Manager, you are responsible for maintaining the historical records of the district, recording, and distributing meeting minutes, and otherwise maintaining accurate, timely records of District business.

Some of your responsibilities will include:

### Meeting Minutes

As Administration Manager, it is your responsibility to record, organize, and keep accurate minutes of District Executive Committee meetings and District Council meetings.

### Documents

The Administration Manager upholds the District Administrative Bylaws and District procedures and keeps a permanent history of District accomplishments.

### Correspondence

The Administration Manager is responsible for all District correspondence, and you help prepare the mailing of announcements for District meeting.



### Resources

Club Leadership Handbook (Item 1310)

[www.toastmasters.org/1310](http://www.toastmasters.org/1310)

Governing documents

[www.toastmasters.org/GovDocs](http://www.toastmasters.org/GovDocs)

**“Coming together is a beginning; Keeping together is progress;  
Working together is success.”**

Henry Ford