

The District Secretary, the Joint Secretary and the Assistant Secretary:

- (1.1) The District Secretary and the Joint District Secretary, honorary or stipendiary, one of whom shall be a woman, shall be appointed by the District Chief Commissioner in consultation with the District Executive Committee and if stipendiary in accordance with the Service Rules or the terms and conditions contained in the appointment as the case may be.
The Assistant District Secretary, honorary or stipendiary shall be appointed by the District Chief Commissioner in consultation with the District Executive Committee or in accordance with the Service Rules or the terms and conditions contained in the appointment as the case may be for the specific purpose.
- (1.2) All Secretaries shall undergo the Secretaries course organised at state or national level within a year after appointment.
- (1.3) The District Secretary and the Joint District Secretary and Assistant Secretaries, if honorary, shall be appointed for not more than five years at a time co-terminus with the term of the District Council.

1. Functions of the District Secretary, the Joint Secretary and the Assistant Secretary:

- (2.1) The District Secretary and the Joint District Secretary shall be the Secretary and the Joint Secretary of the District Council, the District Executive Committee and all Committees unless otherwise provided.
- (2.2) The District Secretary and the Joint District Secretary shall be responsible for the due and efficient administration of the District Association and monitor the progress in achieving the National/State Targets and priorities of the State.
- (2.3) The District Secretary shall appoint salaried members of the Staff in Accordance with the Service Rules subject to the approval of the District Chief Commissioner.
- (2.4) District Secretary shall be in charge of the day to day administration and shall be responsible for the secretarial work of the District Association.
- (2.5) The District Secretary shall keep and maintain registers, books, papers and records of the District Association.
- (2.6) The District Secretary shall prepare the annual reports and census of Scouts

and Guides.

- (2.7) The District Secretary shall be in charge of all the correspondence and communications of the District Association.
- (2.8) The District Secretary shall prepare the agenda for the meeting of the District Council, the District Executive Committee and other Committees in consultation with the President of the Council or the Chairperson of the concerned Committees and issue notices of the meetings. If he/she fails to call meetings of the District Council and District Executive Committee as provided in the Rules, the District Chief Commissioners jointly or separately may issue such notices and hold such meetings and conduct business according to the Agenda.
- (2.9) The District Secretary may advise, aid and assist the Local Association in administrative and concerned matters.
- (2.10) The District Secretary shall be the Editor and Publisher of the official organ and other journal and pamphlets of the District Association unless otherwise provided.
- (2.11) The Joint Secretary shall help and assist the Secretary in all his/her work and in particular he or she is to be responsible for his/her work in respect of the Wing to which he or she belongs.