

## **DISTRICT ASSISTANT GOVERNOR**

### **ROLE:**

The Assistant Governor (AG) is the liaison between the Clubs and the District Governor. The AG assists the Clubs with questions or issues about District or International plans, programs, or projects. The AG interfaces with the District Governor to keep them apprised of Club activities and issues needing District attention. The AG brings back to the Clubs the plans, projects, expectations and updates from the District. The AG assists with training Club Presidents.

### **RESPONSIBILITIES:**

- DG visits to Clubs:
  - a. Prepare Club President for the meeting: what will be expected, room set-up, DG meal preferences; protocol;
  - b. Prepare AG for any issues with the Club; i.e. special projects of the Club or concerns of Club members;
  - c. Attend Club Board Meeting with DG; take notes of Board meeting action items for follow-up ;
  - d. Attend Club meeting:
    - 1) Confirm room is set up for DG's preference;
    - 2) Confirm seating arrangement for DG;
    - 3) Pass out pins and any other material for DG;
    - 4) Introduce DG to the membership as the speaker;
    - 5) Pick up any pins, etc. that are left after the meeting and return to DG.
  
- Attendance at PETS:
  - a. In advance of PETS: Make arrangements with PEs to meet at a central location at PETS to make sure they have checked in and have all necessary materials. Confirm their understanding of what they need to bring to PETS, especially their Club Goals and Committee Chairs/Board Members;
  - b. Meet PEs in advance of the first day's lunch to gather them together, confirm their registration, and that they have all needed materials;
  - c. Encourage PEs to attend social events, introduce them to others, get to know them;
  - d. Shepherd them through the PETS Training sessions.

- Presidents Council Meetings
  - a. Set up dates and times of Presidents Council meetings in consultation with Presidents;
  - b. Set up place of meeting and make arrangements for refreshments;
  - c. Send out notice to Presidents in advance of meetings, and confirm attendance; confirm attendance with restaurant or other meeting place;
  - d. Set agenda, and send out to Presidents in advance of meeting;
  - e. Agendas should include information and updates from District and Rotary International to convey to Clubs, time for Presidents to convey concerns to District and time to clarify issues; Time is also needed for Clubs to network, sharing info regarding their upcoming projects, activities, plans.
  - f. Obtaining a consensus and write-up of the Rotarian of the Month for the months for which the portion of the District is to select the ROM.
  
- Training of Club Presidents
  - a. Presidents Council Meeting may be used to do hands-on training;
  - b. Sending out training materials and encouraging attendance at District training sessions and District Assembly;
  - c. Follow up with Presidents if there are issues that need to be addressed.
  
- Encouraging Club Presidents to enter their goals and updates on-line.
- Attending District Leadership Team and other District meetings and events.
- Answering questions from Clubs, bringing issues from Clubs to the DG.
- Attending Club meetings; recognition of Club activities; sharing Club activities with sister Clubs; sharing Speaker suggestions.
- Following up with Clubs to report for any awards for which they may be eligible.
- Rating Clubs on-line.
- Other duties as requested by the District Governor/Chief of Staff

### **QUALIFICATIONS:**

Must be an active member in good standing with your Rotary Club for at least 3 years.

Must have served as a Rotary Club President.

Must have solid knowledge on how to develop and manage an effective Rotary Club.

Must know how to locate and utilize District and RI resources to support Clubs.

It is also helpful to be a good communicator, and to have a friendly and helpful demeanor.

An understanding of the District Leadership Team, and the DG's plans and expectations is helpful.

**TERM OF OFFICE:** 2 years- at the discretion of the standing District Governor