

## Duties of the Assistant Governor – from the RI Assistant Governor Manual (2011-2014)

The assistant governor has responsibilities to both the governor and the club. District-level responsibilities include:

- Assisting in developing district goals
- Coordinating the governor's official visit with clubs
- Communicating clubs' strengths, weaknesses, and progress toward goals to the governor
- Attending district meetings
- Participating in Rotary Foundation programs, events, and fundraising
- Helping develop future district leaders
- Briefing the incoming assistant governor on the status of clubs

Your responsibilities to the club include:

- Visiting clubs regularly (at least quarterly)
- Helping presidents-elect develop effective goals
- Monitoring the progress of clubs toward their goals
- Assisting clubs in planning and scheduling the governor's official visit, and attending all related club assemblies
- Motivating clubs to follow through on the governor's requests
- Coordinating club training with the appropriate district committee
- Promoting the District Leadership Plan and the Club Leadership Plan
- Identifying and encouraging the development of future district leaders
- Promoting attendance at the district conference and other district meetings

## Responsibilities of AGs as outlined in the Club President's Manual (2013 – 2016)

1. Assistant governors are appointed by the district governor to help clubs operate effectively and achieve their goals. Each assistant governor is responsible for working with four to eight clubs. The following responsibilities are recommended for an assistant governor:

- Assisting in implementing the best practices in [Be a Vibrant Club: Your Club Leadership Plan](#)
- Helping identify and review club goals using the [Planning Guide for Effective Rotary Clubs](#)
- Attending club meetings and assemblies as invited, particularly the club assembly associated with the governor's visit
- Visiting each club regularly (preferably monthly with a minimum of one visit each quarter of the Rotary year) and meeting with club leaders to discuss club business, resources, and handling of club funds\*
- Assisting club leaders in scheduling and planning for the governor's visit
- Acting as a liaison between the governor and clubs
- Assisting clubs with service projects and monitoring progress
- Encouraging clubs to follow through with suggestions from the governor
- Coordinating training at the club level with the appropriate district committee
- Identifying and encouraging the development of future district leaders