

## **The Care and Keeping of District Governors**

Lifted from somebody somewhere in Rotary...[no clue where]...and modified over time

Since District Governors are not new to Rotary, every Rotarian, especially those members of leadership teams, should be aware of a few things about the position of District Governor, as well as the normal protocol in receiving such visitors, particularly those who have a significant position within our organization. A few facts and suggestions follow:

1. The District Governor is an Officer of Rotary International, functioning under the general control and supervision of the Rotary International Board. (Manual of Procedures. 2001, page 54). This individual has extensive experience in Rotary, has been nominated by his/her Club, selected from the nominees by a high level District Committee, and carefully trained by Rotary International for the job.
2. The District Governor's job actually runs about three years; one year before induction, THE YEAR, and one year following. It is a full time commitment for THE YEAR, non-paying, and one that totally absorbs the time of the incumbent.
3. The District Governor's annual visit to each Club is required by Rotary International. It is not an option. Each Club will host an official visit from the District Governor. During this visitation NO OTHER Program should be scheduled. A visitation schedule will be provided to the Clubs prior to the beginning of THE YEAR. Only on rare occasions will the schedule be changed, but it may be done by mutual consent of the District Governor and the Club President.
4. The Club President should inquire at least a month in advance about the desires and needs of the Governor during the visit. As the visitation date approaches work closely with the Assistant District Governor on plans for the visitation. A few telephone calls and/or emails might be in order.

### **In any case, remember these points:**

- ❑ Be sure that the Planning Guide for Effective Rotary Clubs form is completed and sent/delivered to the District Governor or to the Assistant District Governor [as requested by the District Leadership] in the timeframe specified, but no later than July 1<sup>st</sup>.
- ❑ Be sure that appropriate lodging and other accommodations are provided when required.
- ❑ Arrange your schedule to accommodate the District Governor's needs during the visit.
- ❑ Extend a formal invitation to the District Governor's spouse/partner to visit your Club.

- ❑ If the District Governor's spouse/partner accompanies the District Governor, make any special arrangements necessary. A fellowship period with other Club spouses/partners might be appropriate.
- ❑ Stress to the Club that the District Governor is THE program on the date of his or her address to the Club. No other programs may be scheduled, and the President should keep business items and announcements at a minimum during this meeting to allow the Governor ample time for his or her address. Make sure Club members know in advance that it is not permissible to "scoot" on the day of the District Governor's visit.
- ❑ It is a commonly accepted courtesy to stand when the District Governor is introduced at this meeting. All members of the Club should be advised of this tradition before the meeting.
- ❑ Some Clubs give the District Governor a gift as a token of appreciation.

**The following guidelines can help all Clubs prepare for the District Governor's visit:**

- ❑ Make announcements of the forthcoming visit at each of several meetings in advance and urge attendance from all members.
- ❑ Publish announcements of the forthcoming visit in the Club bulletin.
- ❑ Make a list of questions and/or problems to be discussed with the District Governor.
- ❑ If the District Governor will be meeting separately with the Board prior to the official visit, make sure that your Club's Planning Guide for Effective Rotary Clubs is reviewed by the Club Board and that each Board member will be present to discuss their area of responsibility with the District Governor.

**Other Considerations:**

1. Many Clubs will include **AS THEIR GUESTS** the District Governor and their spouse/partner in their Club's special celebrations, such as Charter night, Fundraising events, Installation banquets, golf tournaments, etc. These invitations should be extended with the appropriate lead time for planning. It is helpful to indicate on such invitations that the event is complimentary. Make sure this information is conveyed to the event staff so that the District Governor is not inadvertently charged for the event. Remember, this is a non-paying office.
2. On many occasions, the District Governor will make return visits to Clubs to make specific awards, Paul Harris recognitions, etc. These visits should also be received with the appropriate respect for the office.
3. It is helpful to include the District Governor and the Assistant District Governor on the distribution list for your Club's bulletin.

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