District 5050

Governors’ Aide

Under the direction of the Governor(DG) and District Governor Elect(DGE), assists in a variety of project management, communication and liaison functions to support the DG/DGE in the achievement of their duties, functions, events, and goals.

Role and Function

* Assists the District Governor and District Governor Elect in ensuring the adherence to all District and Rotary International administrative policies and procedures.
* Serves as the district “project manager” by coordinating the execution and communication of the duties, functions, events, and goals of the DG/DGE.
* Works closely with all district officers and committees to ensure successful execution of the goals and themes assigned to each district officer and committee.
* Represents the Governor in meetings and/or sits on designated district committees as the Governor’s representative.
* Tracks and reports status of the Governor’s functions, events, projects and goals for the district, in general, and the goals assigned to each officer and committee.
* As required, assists the DG/DGE and district leaders, with correspondence, schedules, event management, and reports.
* Undertakes research on Rotary matters, membership, and club service projects to assist the District Leadership Team.
* Assists the Governor in planning district meetings and events.
* Develops and maintains a list of club community and international service projects for posting on the District website.
* Attends District Assembly and Conference and other events as requested.
* Accompanies the Governor on official club visits as requested.
* Maintains the Risk Management data and records for the District.
* Other duties as assigned by the Governor.

Requirements

* Successful completion of a full term as club president
* Completion of all RLI levels
* Excellent organizational skills
* Excellent computer skills (Word, Excel, PowerPoint, etc.)
* Knowledgeable about Rotary International tools and reports: My Rotary, Rotary Club Central, membership and foundation reports.
* Proficient in the use of Club Runner
* Ability to travel to district and club events
* Preference given to individual that has served as an Assistant Governor or District Committee Chair

Please Note:

Appointments are for one year periods with the option to extend the appointment an additional two times or more should the Governor and Governor Elect determine an extension is in the best interest of the District.