

## Governor Visit Suggestions and Requests

The District Governor's (DG) visit is the most important regular meeting of the Rotary year. It is your Club's time to shine, and ALL members should plan to be present.

1. Put the DG's visit on your Club's calendar now and make regular announcements to remind your members of the visit and its importance.
2. Notify your Assistant Governor (AG) and Chief of Staff (COS) Alex Parajon, **14 days prior to the visit to confirm:**
  - a. **In Person Meeting:** Meeting address and time.
  - b. **Parking:** Describe parking availability, location and fees if applicable.
  - c. **Virtual Meeting:** Login information with club name, date, and time in the subject line. Also include the email address of the host to allow for sharing of files and presentations or to allow screen sharing. Send out the invitation to login 48 hours prior to the meeting.
  - d. Invite family, friends, community leaders, elected officials, etc. Make it a party!
  - e. Invite your Rotaract and Interact club members and sponsors
3. **Clubs typically pay for the DG, their spouse, and the leadership team in attendance.** In some cases, a Club may not be able and should communicate this to the AG when confirming logistics. Expected to be in attendance with the DG Olivia: her spouse Robert Ryans, Chief of Staff Alex Parajon and your Assistant Governor. The Club Service Senior Assistant Governor for Club Service, Glenn Gomez may also attend.
4. **Board of Directors Meeting:** Is not required by this DG.
  - a. If the club desires to present a Board Meeting, please schedule it 75 minutes before the General Meeting, allowing an hour to meet and 15 minutes to transition.
  - b. In the case of **breakfast clubs**, please schedule it immediately after the General meeting.
  - c. Please provide a prepared agenda
  - d. A written report is not required, a conversation about your club's activities, direction, wins, and challenges is most desired.
5. **The General Meeting:** The DG is the program speaker; please do not schedule another speaker for the visit.
  - a. If the DG goes over the allotted time (not usual), allow her to continue.
  - b. Members should be asked in advance not to leave before the DG has completed her presentation.
  - c. **AGENDA:** Please assign presenters in advance
    - i. Flag salute
    - ii. A spiritual moment
    - iii. Song – if your club is a singing club, please choose a song ahead of time that everyone knows.
    - iv. **Introducing guests** – please follow Rotary International protocol for introducing District Leaders. On the day of the DG visit, DG Olivia should be referred to as Governor. Allow other guests to be introduced by the person who invited them.
    - v. **Announcements** - Limit announcements to those that are immediately important or interesting for the DG to hear.

**6. What this Governor Would Like to See:**

- a. Your club's signature project or the project you are most proud of
- b. The social activities for your club members and how you include family
- c. Your activities for community engagement
- d. The Club President's, why I commit so much of myself and time to my club
- e. Two club members briefly describe their Rotary moment
- f. The newest club member, why I joined
- g. The oldest club member, why I stay
- h. **PRESENTATIONS:**
  - i. New member inductions if any
  - ii. New Rotary Foundation recognitions if any
  - iii. The Club's MacGyver
  - iv. The most active rookie
  - v. The most inspirational member
  - vi. The most imaginative member

**7. Recognizing the Governor.** The DG does NOT expect a personal gift, but would be pleased if a Club does the following:

- a. Present a gift for the Rotary Foundation Annual Fund or PolioPlus, during the General Meeting
- b. If it is a Zoom meeting, send checks to the District Office, and write in the notes section DG Visit donation, The Rotary Foundation Annual Fund, or Polio Plus.
- c. Each Club is encouraged to donate to the silent auction for the District Benefit Concert, which will be held on Saturday November 20, 2022. The silent auction item should be valued at \$200 minimum and live auction item should be valued at \$2,500 minimum. Please no perishable items.

**8. Have someone to take picture and share to your club's social media and website and share with the DG, AG and COS.**

Questions, comments, or concerns, contact in this order:

- Your Club's Assistant Governor
- Senior Assistant Governor for Club Service, Glenn Gomez
- Chief of Staff, Alex Parajon
- District Governor, Olivia Patterson Ryans

