D-5470 DGE Job Description

Responsibilities as district governor-elect are summarized below

1. Attending the governors-elect training seminar , usually held in the fall or early winter
2. Complete the District planning guide
3. Setting district goals for the year that align with the district strategic plan and that of the organization
4. Update the district strategic plan for the coming year and develop supporting action plans.
5. Appointing assistant governors
6. Appointing district committee chairs
7. Developing and publishing
	* 18 month calendar
	* Developing a district budget for the coming rotary year
	* Develop and publish district directory for my class of club presidents
	* Support and plan the news letters for the coming year with the PR chairman
	* Feed content and changes to the district web master revising content for the coming year
8. Conducting district meetings:
	* including the district team training seminar,
	* presidents-elect training seminar,
	* membership seminar,
	* and two district assemblies
9. Planning for the district conference
10. Attending the International Assembly
11. Allocating district foundation funds with the recommendation of the Foundation committee
12. Insure District Foundation qualification seminars are held
13. Develop a District, club and the AG / staff action plan supporting the RI strategic plan using the club planning guide for the coming year and the district planning guide.

These activities include contracting for facilities, ordering materials, banners, pins and services for the incoming class of presidents.