**District 5910 Assistant Governor**

**Length:** One-year term with potential to be renewed for a maximum of three consecutive years.

**Purpose:** The Assistant Governor (AG), appointed by and working under the supervision of the District Governor, is a key member of the district office and is instrumental in helping the clubs achieve their goals and objectives.

The AG has both a proactive and reactive role. The AG assists the Governor with the administration of their assigned clubs. The AG is assisted by a team including, at the discretion of the District Governor, Assistant AG Coordinator, a Foundation Chair, Service Chair, Membership Chair, Public Image Chair and the resources of Rotary International.

**Qualifications:**

* Membership in good standing in a club within the district.
* Service as a club president for a full term.
* Willingness and ability to accept the responsibilities of assistant governor.
* Demonstrated outstanding performance.
* Potential for continued future leadership in the district.
* Sound ethical and critical thinking abilities with proficient technology skills

**Immediate Expectations for Personal Training:**

* Completion of Assistant Governor Basics Course in the Rotary Learning Center by 12/31/2022
* Attendance at Lone Star PETS 2/23-2/26/2023 (partial to full reimbursement by District 5910)

**Duties and Responsibilities:** The duties of the AG include, but are not limited to, those duties as set forth in the District 5910 By-laws and the RI Manual of Procedure.

**WITH THE DISTRICT GOVERNOR:**

* Meet with the District Governor monthly to problem solve, share experiences, and ask questions.
* Provide input to the District Governor in goal setting for the district.
* Assist with the administration of assigned 2-4 Rotary clubs in consultation with the corresponding District chairs.
* Attend and introduce the District Governor on the official visit if possible.
* You are the eyes and the ears of the District Governor, Communication Liaison.

**EDUCATE CLUBS:**

* Reach out to clubs that are not doing well in a particular area and provide or recommend relevant assistance.
* Promote attendance at district training events and at the Rotary Leadership Institute
* Encourage Area participation in all District activities.
* Meet with and help the President-Elects as they review and implement the best practices recommended in “Be a Vibrant Club” or the like and help complete their goals in Rotary Club Central before their year starts if possible.

**MENTOR/SUPPORT:**

* Develop a close working relationship with the club leadership and build their trust and confidence in the District and Rotary International
* Visit each club (in person and/or video conferencing) quarterly to provide the club with information about RI and district resources. Attend one board meeting with the Rotary club.
* Meet monthly with presidents either via conference call or in person – assist in problem solving when needed at the club level.
* Encourage clubs in their projects and fundraisers.
* Assist club leaders in scheduling and planning for the District Governor’s official visit. Attend the meeting if possible.
* Identify and promote the development of future district leaders.
* BE A RESOURCE AND FRIEND TO THE ROTARY CLUB.

**ASSESS AND REPORT:**

* Make a continuous assessment of the five areas of an effective Rotary club:
	+ Membership growth and retention
	+ Public image
	+ Leadership Development
	+ Support of the Rotary Foundation
	+ Service Projects
* Attend district meetings and training seminars, including Pre-PETS Orientation, Lone Star PETS, AG/District Training Assembly, Governor Installation, District Job Fair, District Foundation Seminar and District Conference.

**RESOURCES**

Lead your District Assistant Governor’s Training Manual (244-EN) RI manual of Procedure (235-EN)