

## District 6000 Responsibilities of an Assistant Governor

### Role of the Assistant Governor (AG)

- The Assistant Governor position has been established to provide assistance to the District Governor (DG) and act as a liaison between the DG and club presidents.
- There are 16 Assistant Governors in D6000 who are appointed by the DG for a one-year term. Most AGs serve for 3 consecutive terms and are assigned 4-5 clubs.
- The AG is expected to:
  - Work with their assigned club presidents and keep the lines of communication open.
  - Work with the club officers, when appropriate, informing them of pertinent information.
  - Gather information at the request of the DG
  - Attend Presidents-Elect Training and District Training Assembly
  - Attend the DG's official visit to their assigned Rotary clubs
  - Perform other tasks as requested by the DG
- The DG also appoints a Past District Governor (PDG) to serve a three year term as Assistant Governor Coordinator. The role of the AG Coordinator includes communications between the District Governor and Assistant Governors and provides oversight of AG tasks.

### Planning calendars:

- District Calendar which includes major district events and the District Governor's official club visits, can be found in the District Leadership Directory and on our website.
- Assistant Governor Calendar of Responsibilities.

### Planning prior to July 1 of the Rotary year, AGs are expected to:

- Attend Presidents-Elect Training (NC PETS), working closely with your PEs
- **Emphasize to the club presidents the importance of submitting their goals**, especially their Club's Rotary Foundation Goals and Membership Goals on the Rotary International website. They may need your help with reporting goals. As soon as you are added as an Assistant Governor on the R.I. website, and you create a "My Rotary" account, you have access to the information for your clubs.
- Prior to the District Training Assembly, discuss with club leadership the importance of attending this event. AGs should also attend the District Training Assembly.

### Working with the clubs throughout the year:

- Visit each club within your area 4-5 times during the Rotary year. To fulfill this responsibility AGs can attend a regular meeting, a club's board meeting, social event, fund-raising event, or service project.

- Work towards facilitating a face-to-face meeting 3-4 times a year with club presidents in your area. This allows presidents to establish a network to share successes, concerns, collaborate on projects, etc.
- Work with clubs regarding grant applications, as needed.
- Be a coach, mentor, and cheerleader for the club presidents.
- On a monthly basis, contact your club presidents with updates on district activities and events, other area club happenings, deadlines, etc. This can be done via a group email.
- Promote the One Rotary Summit (ORS) training in the fall to your club presidents, foundation, membership, public image and other relevant committee chairs and members.
- Strongly encourage clubs to participate in District activities and events, including District Conference, etc.
- Rate your Clubs in the Club Group View on Rotary Club Central throughout the year AND at the conclusion of your **final** club visits each Rotary year, deadline is May 15.

### **Official club visit by the District Governor:**

- The week prior to the Governor's visit, be in contact with the president to coordinate the details of both meetings (board & club). Discuss the process for the club meeting and the protocol below. Remind them that the Governor will be the only program. Make sure they do not schedule an additional program when the DG visits.
  - **Club board meeting** is usually held prior to the club meeting. For early morning club meetings, the board typically meets the evening before. Be aware the board meeting may be a different time and location than the club meeting.
  - **Confirm with the DG** the time and location of the board meeting and the club meeting.
  - **Attend** the club board meeting and club meeting with the Governor.
  - **Be flexible** – Be prepared to introduce the DG if the president is not planning to do so. Confirm this with the president. Review the DG biography in the district directory (also posted on the district website) but use just a portion of this information for the introduction.
  - Please stand as the DG approaches the podium as a sign of respect.

### **Gathering information for the Governor and AG Coordinator:**

- Occasionally information, and any follow up required, may be requested from the District Governor or AG Coordinator. Directions will be given on who will receive the gathered information. These special requests will be kept to a minimum.

### **District 6000 budget / AG reimbursable expenses**

- Expenses that are reimbursable to the AG as it relates to your duties, are specified in the District's Policies and Procedures Manual posted on our website. Submit requests for payment of reimbursable expenses on the District 6000 Expense Report Form (in AG notebook & on the District website) with receipts if specified, to the District Treasurer.

**Your last year as an AG, be ready to recommend your replacement!**