

**Expectations of Assistant Governors (AGs) 2025-2026**

1. **Attendance at training and workshop events for AG's**
   * Complete Learning Center, District Leadership, AG Basics modules [learn.rotary.org/members/learn/learning-plans/121/assistant-governor-basics](https://learn.rotary.org/members/learn/learning-plans/121/assistant-governor-basics)
   * Attend quarterly AG/AG Coordinator meetings
     + Virtual 2nd Wednesdays, 7:00pm, Sep, Nov, Jan, May
     + In-person in March at PELS
   * Attend PELS (President Elect Learning Seminar) and assist where needed
     + Attend AG Training session at PELS

* Attend Rotary Learning Assembly and/or District Conference

1. **Roles and Responsibilities of AG**
   1. **Being a Club Coach** 
      * Hold four virtual meetings with your club presidents during the year to discuss:
        + Best practices in progress to achieve goals
        + Successes/challenges as club president
        + Financials, both club fundraisers and donations to TRF
        + Succession planning: identifying of PN and other club leadership positions
      * Attend Pre-PELS virtual meetings for PEs (recorded for later viewing)
      * Have PEs begin to attend your president virtual meetings once the first Pre-PELS meeting has occurred. This will aid in:
        + Follow-up with PEs disseminating of the Club Action Plan Assessment
      * PEs, with their presidents’ council, setting of three-year rolling goals for their year, based on the findings from their Action Plan Assessment
      * A smoother transition of leadership from the president to the PE
   2. **Being a Club Communicator**
   * Follow up on District Governor’s or Chief Administrative Officer’s (Kathy Hegedus) emails to presidents
   * Visit clubs 3-4 times each year
     + One of those being the DG’s official visit
   * Maintain and use a current [Assistant Governor’s Club Visit Planner](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fcdn5.dcbstatic.com%2Ffiles%2Fr%2Fo%2Frotary_docebosaas_com%2F1746882000%2FtMlzrbflERsqO2e3iaGVbg%2Fitem%2F623c3affffb0be32ef095e167bd600bfa6b32868c8603fdef74e4c823e4f3879.docx&wdOrigin=BROWSELINK)
     + Early fall, club leaders should be identifying their PND
     + January, reminder to have PEs to register for PELS
     + May, remind presidents to review and note goal progress/completion
   1. **District Leadership Sustainability**
   * Identify and mentor future District leaders, including your AG replacement