

**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