



The District Governor Official Visit

The purpose of the official club visit is to allow the District Governor an opportunity to communicate directly with all the Rotarians in our district. It enables them to listen to the members of the club, and to gain a better understanding of the workings of that club. District Governors serve as a catalyst to strengthen and inform the club of the programs of Rotary, and to share the values, the vision, and the purpose of these programs.

The District Governor is a guest of your club when making an official visit. We want to insure that visit goes as smoothly as possible.

- 1) **The visit Schedule.** Take the opportunity to review the proposed schedule here at PETS. As much as possible, please make every effort to coordinate the dates presented. It is a huge task to compile this schedule and coordinate the clubs in every area. If there is a conflict that cannot be rearranged, please advise the District Governor and your AG asap. It does require some juggling to rearrange dates.
- 2) **Communicate with your Assistant Governor.** Before the scheduled visit of DG ; consult with your AG. They are the one responsible for coordinating the visit details. Communicate any special plans you may have ie: presentation of Paul Harris Fellow – or New Member Inductions or any other honours you may wish to bestow - to insure it fits with the District Governor plans. It is especially appropriate to have our DG participate in such events and important to arrange ahead of time.
- 3) **Plan for extra time before or after the visit for related activities.** This includes scheduling some time for the District Governor to meet with the club board immediately before or after the meeting. Some DG's like to include a tour of the Community and viewing of your club projects. However this may depend on the amount of time available and include this in the discussion with your AG before the official visit. Confirm the times and places well ahead of the official visit day to avoid confusion.
- 4) **Invite Rotary partners to the official visit.** Rotary is also about the inclusion of family and if possible include your club's Rotary partners as well. It is a special occasion. Also keep in mind that the District Governor may also bring their Rotary partner with them; and your Assistant Governor may also bring their partner.
- 5) **Club Members should plan to arrive early for the official visit.** All members - especially the President - should plan to arrive early to greet the District Governor and their Assistant Governor. This allows an opportunity to meet the club members and to visit in a more relaxed setting.
- 6) **Assign someone as a aide to the partners of the DG and AG.** Because the DG and your AG may be busy with other things, assign a club member to visit with the partners and to also introduce the club members to your guests. It is a pleasant courtesy that makes the official visit much more enjoyable and helps everyone feel more comfortable.

- 7) **Insure that your DG and AG guests have a place to sit for meals (if meals are served).** This may seem elementary.....however does not always happen. While having a head table is preferable - it is an option and depends on the meeting area available. And remember - as your guests they are served first.
- 8) **Recognize the nation of the DG.** We are an international district so make sure the flags of both nations are displayed in the meeting room. The flag of the club's country is displayed on the left as viewed from the audience. If your club traditionally sings your national anthem before the meeting continue to do so.
- 9) **Do the official toasts correctly.** For the American clubs "A toast to the Office of the President of the United States and a Toast to Rotary International" For the Canadian clubs "A Toast to the Queen and Canada...and a toast to Rotary International". If there are persons present from another country ie: an exchange student...the head of state of that country is also toasted. And remember -- if you are toasting to insure everyone has a beverage to toast with.....and it should be water.
- 10) **The District Governor is the program and the Speaker of the day.** This means that the club should not schedule a speaker the day of the official visit. Allow 20 – 25 minutes for them to speak. Because of time constraints for some of your clubs - other club business may need to be waived or delayed until next meeting. It is also not appropriate to fine the District Governor or your Assistant Governor or to charge for their meals for the official visit.
- 11) **You as President introduce your Assistant Governor; Your AG introduces the District Governor.** Biographies are available in the District directory or your AG may supply you with their bio before the meeting.
- 12) **Appoint someone to thank the DG.** You or another member should thank the DG following their presentation. At this time a presentation of a small gift may also be given. However a donation to The Rotary Foundation or Service Project is always appreciated and always appropriate.