

## The District Governor Official Visit

The purpose of the official club visit is to allow the District Governor (DG) an opportunity to communicate directly with all the Rotarians in our district. It enables the DG 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 ensure that visit goes as smoothly as possible.

- 1) **The visit Schedule.** Review the proposed schedule as soon as possible. If there is a conflict between the proposed schedule and another club activity that cannot be rearranged, please advise your Assistant Governor *as soon as possible*. Every effort will be made to move the visit to a mutually convenient time.
- 2) **Communicate with your Assistant Governor (AG).** Before the scheduled District Governor's visit coordinate the visit details with your AG. If you want the District Governor to participate during the visit in any special plans such as Paul Harris Fellow presentations, New Member Inductions, or any other honours please communicate that to the AG as early as possible. It is important to make arrangements 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. If you prefer and the schedule allows, you may include a tour of the Community and review of your club projects. Include this in the discussion with your AG before the visit. Please confirm the times and places well ahead of the official visit day to avoid confusion.
- 4) **Invite Rotary partners to the official visit.** If your club treats this visit as a special occasion remember that Rotary is also about the inclusion of family. If possible, include your club's partners as well. Keep in mind that the District Governor and/or Assistant Governor may 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 the Assistant Governor. This allows an opportunity to meet the club members and to visit in a more relaxed setting.
- 6) **Assign someone as an 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) **Dietary Restrictions.** Please note that both the District Governor Martin Ward and his spouse Mary Ruston have dietary restrictions. Neither of them eats meat of any kind. They eat mainly a vegetarian diet plus fish, dairy and eggs.
- 8) **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. A head table is not required. If your club normally has a head table, District Governor Martin would be pleased to sit there, but his partner Mary Ruston generally prefers to sit with club members.

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- 9) **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 the District Governor to speak. Because of time constraints for some your clubs - other club business may need to be waived or delayed until next meeting. It is also not appropriate to charge the DG, your AG, or their partners for their meals.
- 10) **Introductions.** Normally, the club President introduces the Assistant Governor and the AG introduces the District Governor. Biographies are available in the District directory or your AG may supply you with their bio before the meeting.
- 11) **Appoint someone to thank the DG.** A presentation of a small gift may also be given. However, to mark the occasion, a donation to The Rotary Foundation or a club Service Project is appreciated and always appropriate.