



## Rotary International District 7010

Position Title:	Assistant Governor		
Length of Appointment:	3 years		
Travel Required:	About 4 trips per year to attend District Team Training, Rotary Weekend (formerly PETS and Leadership Weekend) and District Advisory Council meetings. Most meetings are held in North Bay, with the exception of one District Advisory Council which is held at District Conference; and Club visits		
Reports to:	District Governor <b>To Apply:</b> Contact current District Governor		
Job Description			
Role and Responsibilities			
<div><div></div><div><div>1.</div><div>Attend District Team Training Seminar (DTTS) in February in North Bay.</div></div><div><div>2.</div><div>Attend the Rotary Weekend (formerly PETS) in April in North Bay and present seminars, as assigned, to attendees.</div></div><div><div>3.</div><div>Advise the Governor on potential appointments to District committees, and in particular, identify someone to replace you by the end of year 2 in your term.</div></div><div><div>4.</div><div>Meet with and assist incoming club presidents and secretaries in your assigned area prior to the Rotary Weekend to discuss Rotary Club Central Goals and to review the President’s Binder.</div></div><div><div>5.</div><div>Visit each club (in person or by teleconference) in your assigned area a minimum of 2 times during the Rotary year.</div></div><div><div>6.</div><div>Schedule your AG presentation to Clubs prior to the Governor visit to that club, if possible, but in any event at a convenient time for both yourself and your Clubs.</div></div><div><div>7.</div><div>Contact Club Presidents quarterly to discuss the business of the clubs and resources available to them, along with goals, programs and objectives of the District and Rotary International, including assisting Clubs with Rotary Club Central and ClubRunner as required.</div></div><div><div>8.</div><div>Collaborate with the Clubs in scheduling and planning the Governor’s Official Visit.</div></div><div><div>9.</div><div>Attend, and actively promote, attendance at the District Conference and other District meetings.</div></div><div><div>10.</div><div>Monitor and report to DAC on each Club’s performance with respect to service projects, membership, public image and TRF. Attend DAC meetings (3 per year).</div></div><div><div>11.</div><div>Organize special meetings as requested by the District Governor.</div></div><div><div>12.</div><div>Assistant Governors are encouraged to meet with each other to share best practices.</div></div><div><div>13.</div><div>Annually review and update the Timeline for Club Presidents for insertion into their President binders.</div></div><div><div>14.</div><div>Refer to the Timeline for Assistant Governors for additional information and clarification.</div></div></div>			
Qualifications / Requirements			
<div><div></div><div><div></div><div>Be an active member in good standing in a District 7010 Club for at least 3 years.</div></div><div><div></div><div>Has served as Club President.</div></div><div><div></div><div>Has served at the district level, or has served in a significant manner at the Club level.</div></div><div><div></div><div>Has the enthusiasm to assist &amp; support Clubs in attaining their goals.</div></div></div>			
Preferred Skills			
<div><div></div><div><div></div><div>Good communication, organizational and motivational skills.</div></div></div>			
Last Updated By:	Susan Davidson	Date:	August, 2017