



Timeline for Assistant Governors 2022-2023

Adjust the timeline to reflect the plans, activities, and demographics of the Rotary/Rotaract/Interact clubs for your Area. The frequency and purpose of visits will vary depending on geography, the needs of the clubs and availability. Refer to the [AG'S BRIEFCASE \(District Website\)](#) for additional documents.

NOTE: The District Leadership Team (DLT) meets 3-4 times during the Rotary Year. You will receive a request from the District Secretary to update your Area Worksheet in the District Action Plan.

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| July 2022 | <ul style="list-style-type: none">• Continue with Rotary/Rotaract/Interact club visits and DG's club visits, when appropriate and possible.• Ask to be included, as well as the DG, on clubs' bulletin email list, if not already.• Identify Clubs requiring special attention - low or declining membership, consistently low attendance rates, internal conflict, lack of projects or direction.• Consult with District Governor if there are any specific concerns.• Promote District Conference 2022 - September 24-25, Holiday Inn, Sudbury. |
| August 2022 <i>Membership and New Club Development</i> | <ul style="list-style-type: none">• Review 2022-2022 club goals and service activities in Rotary Club Central and follow-up with Club Presidents regarding outstanding data entry.• Promote District Conference 2022 - September 24-25, Holiday Inn, Sudbury. |
| September 2022 <i>Basic Education and Literacy</i> | <ul style="list-style-type: none">• Continue ongoing communication with Rotary/Rotaract/Interact clubs.• Promote the 2023 RI Convention, Melbourne, Australia, May 27-31.• Attend District Conference 2022 - September 24-25, Holiday Inn, Sudbury. |
| October 2022 <i>Economic and Community Development</i> | <ul style="list-style-type: none">• Continue ongoing communication with Rotary/Rotaract/Interact clubs.• Attend meetings and special events as requested (and when possible).• Continue promoting the 2023 RI Convention, Melbourne, Australia, May 27-31. |
| November 2022 <i>Rotary Foundation</i> | <ul style="list-style-type: none">• Continue ongoing communication with Rotary/Rotaract/Interact clubs.• Encourage clubs to have a meeting dedicated to The Rotary Foundation. If clubs need assistance contact District Foundation Director.• Continue promoting the 2023 RI Convention, Melbourne, Australia, May 27-31. (Registration cost usually increases after December 31st.) |
| December 2022 <i>Disease Prevention and Treatment</i> | <ul style="list-style-type: none">• Remind Presidents/Secretaries that club elections are due (per club protocol) and to enter in-coming officers for next year into ClubRunner (or via My Rotary).• Remind Presidents/Secretaries to ensure membership data is up to date and accurate in ClubRunner in preparation for RI invoice due January 1st.• Continue promoting the 2023 RI Convention, Melbourne, Australia, May 27-31. (Registration cost usually increases after December 31st.) |
| January 2023 <i>Vocational Service</i> | <ul style="list-style-type: none">• Contact Presidents re: progress toward achieving 2022-2023 Rotary Citation [EN] [FR], DG Club Achievement Recognition 2022-2023 [EN] [FR] {pending} and updating/reporting on club goals and service activities in Rotary Club Central.• Confirm that club elections have taken place and in-coming officers for 2023-2024 are entered in ClubRunner (or via My Rotary).• Promote Rotary Weekend, April 14-16, Best Western North Bay. Advise Presidents Elect (PEs) weekend is consider as mandatory; have PEs encourage club attendance (especially Secretary, Treasurer, PE-nominee, Foundation and Membership Chairs).• Register for District Team Training Seminar (DTTS) - February 10-12, Best Western North Bay.• Continue promoting the 2023 RI Convention, Melbourne, Australia, May 27-31.• Promote District Conference 2023 – October 27-29, JW Marriott, Lake Rosseau. |



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| February 2023 <i>Peace and Conflict Prevention / Resolution</i> | <ul style="list-style-type: none">• Attend District Team Training Seminar (DTTS) - February 10-12, Best Western North Bay.• Ongoing communication with Rotary/Rotaract clubs re: goals etc. and/or informal visits when possible or necessary.• If required, follow up to ensure PEs/Secretaries have entered in-coming officers for 2023-2024 are entered in ClubRunner (or via My Rotary).• Encourage Presidents Elect complete their Rotary Club Central - Planning Worksheet in preparation for the virtual training session as part of Rotary Weekend.• Register for and continue promoting Rotary Weekend, April 14-16, Best Western North Bay.• Continue promoting the 2023 RI Convention, Melbourne, Australia, May 27-31. |
| March 2023 <i>Water and Sanitation</i> | <ul style="list-style-type: none">• After DTTS and prior to Rotary Weekend schedule “Pre-Rotary Weekend” meeting(s) with your PEs (and ideally the incoming club secretaries) to review the documents and information in the President’s Briefcase (District Website) > Timeline for Club Presidents 2023-2024; 2023-2024 RI Presidential Theme and Rotary Citation; District Governor Club Achievement Recognition 2023-2024 Rotary Club Central, etc. Encourage PEs to delegate task to monitor/track progress of key items throughout Rotary Year to In-coming PE.• If there is an incoming AG, co-ordinate these activities together with the new AG.• Get dates of specific events/celebrations etc. for the upcoming Rotary Year that the club may wish the AG and/or DG to attend. Forward to DGE/DG on an ongoing basis prior to and during the Rotary Year. (DG Club Visit Guidelines)• Continue promoting Rotary Weekend, April 14-16, Best Western North Bay.• Remind PEs – PETS is considered as mandatory. If a schedule conflict, the DG can arrange for attending another District’s training weekend.• Continue promoting District Conference 2023 – October 27-29, JW Marriott, Lake Rosseau• Continue promoting the 2023 RI Convention, Melbourne, Australia, May 27-31. |
| April 2023 <i>Maternal and Child Health</i> | <ul style="list-style-type: none">• Continue promoting District Conference 2023 – October 27-29, JW Marriott, Lake Rosseau• Attend Rotary Weekend, April 14-16, Best Western North Bay. Participate in/lead sessions or group discussions where appropriate/requested.• Continue to support Presidents Elect with setting their club goals.• Schedule club visits to present theme banner and promote theme for the upcoming year (where possible and/or appropriate). This may be done as part of your “Pre-Rotary Weekend” meetings.• Continue promoting the 2023 RI Convention, Melbourne, Australia, May 27-31. |



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| May 2023 <i>Youth Service</i> | <ul style="list-style-type: none">• Remind Presidents-elect/Secretaries that 2023-2024 club goals and service activities must be entered in Rotary Club Central by May 15th.• Remind Presidents/Secretaries to ensure club membership data is up to date and accurate in ClubRunner in preparation for semi-annual dues, due July 1st.• Begin to plan AG Rotary/Rotaract/Interact club visits. This may include your official visit/talk.• Communicate with incoming DG re: official visits and determine if you are going to attend. Communicate with clubs to ensure plans are in place: accommodation, someone to introduce and thank DG, visits to club projects or local points of interest, etc., if appropriate. About one week prior to DG's visit communicate with clubs again to confirm arrangements. Refer to incoming DG's Visit Guidelines and Bio for more information.• Where possible, schedule a meeting with outgoing Presidents and Presidents Elect after Rotary Weekend and prior to the new Rotary Year, to review status of club, goals, and planning.• Continue promoting District Conference 2023 – October 27-29, JW Marriott, Lake Rosseau• Advise clubs to nominate a club member for the <i>DG's Outstanding Rotarian Award</i> (as requested by DG).• Attend the 2023 RI Convention, Melbourne, Australia, May 27-31. |
| June 2023 <i>Rotary Fellowships</i> | <ul style="list-style-type: none">• Reminder: DG Club Achievement Recognition 2022-2023 - report due to AG for submitting to the DG by July 15th. [EN] [FR]• Reminder: 2022-2023 Rotary Citation - Goals updated in Rotary Club Central - due June 30th.• Remind Presidents/Secretaries to ensure membership data is up to date and accurate in ClubRunner in preparation for RI invoice due July 1st.• Acknowledge and celebrate Rotary/Rotaract/Interact club achievements.• Attend President changeover if possible.• Attend District Governor changeover, if possible - details to be provided.• Continue promoting District Conference 2023 – October 27-29, JW Marriott, Lake Rosseau |