

**Assistant Governor Role Description**

May 27 2022

The Assistant Governor (AG) role is a critical role within District 7090 as an invaluable link between the many Rotary, Rotaract, and Satellite clubs and the District leaders. The AG is pivotal within this network as the “go-to person” for club leaders, providing leadership, mentoring aspiring leaders when able, and facilitating multi-level communication and coordination.

District 7090 is divided into several areas, each with an appointed AG and a range of 3-6 clubs. Rotaract clubs also have 2 AG positions: one for the US Rotaract clubs and the other for the Canadian clubs.

The lifeblood of Rotary service in District 7090 lies at the club level, and the AG has an important role to assist club leaders and help coordinate clubs to work together. District 7090 also has a responsibility to assist clubs, and District leaders develop and implement strategic and tactical plans designed largely to help clubs be healthy and active in their Rotary service. The AG plays a coordinating role to assist District leaders in the delivery of their strategic plans.

Assistant Governors will be invited to serve a **3-year term of office** which will typically begin and end in July with the District Changeover Meeting.

**Duties and responsibilities** include:

1. Get to know **the Presidents and members of each club** within the AG’s area, to **learn each club’s unique personality** and be aware of the issues, activities, goals and plans of each club and to be easily approachable when a club leader wishes to consult with the AG.
2. Within the Area, **attend meetings of each club** at least quarterly and support clubs where possible.
3. Work in **partnership with the District Governor**, providing insight to help the Governor to prepare for club and/or special event visits. At times this may involve accompanying the Governor on visits.
4. Convene regular **Area Meetings** that bring together the club Presidents and Presidents-Elect to plan for collaborative projects, report on club issues and activities, and to learn about Rotary initiatives beyond the club level. Five Area Meetings per year is recommended.
5. Prepare and submit an **Area Report** to the Assistant Governor Coordinator ahead of each AG meeting, using the report template provided; attend each of the **AG meetings**, typically held virtually 5 times per year.
6. Attend and participate in **District Council meetings as a voting member of Council**. Meetings are typically held 5 times per year. Support the efforts, activities and plans of District Council, and participate in District events as often as possible.
7. Assist District leaders to **promote events to raise funds for The Rotary Foundation**.
8. **Be aware of resources** on the District website; especially resources to assist club leaders and AG’s.
9. **Use Club Central** to monitor the goals and progress of clubs within the AG’s area.
10. Complete an **assessment of each of the clubs** in the Area and **submit that assessment on Club Central no later than May 31<sup>st</sup>**. Communicate highlights of the assessment with the President of each club.
11. **Assist District Leaders with succession planning to identify capable candidates** who may serve as AG when the term expires. Meet with the AG-Elect to assist them in their onboarding for the AG role.