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# Assistant Governor Training Session

May 7, 2016





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# Introductions

Name and Rotary Club  
Area and clubs involved  
Tenure as Assistant Governor  
  
Your “out-of-Rotary” world





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# The Agenda

1. Four scenarios faced by Assistant Governors - small groups (2 or 3), brainstorm, report back to group, discuss.
2. The formalities - duties of the Assistant Governor and how to accomplish the tasks without going crazy!





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*The assessment of **a club** in your area indicates that it is in a rut....programs are stagnant and membership is declining or barely holding its own.*

*What suggestions can you provide for the incoming president?*





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*Area meetings in the previous year have been poorly attended by club presidents, presidents-elect and other club representatives.*

*What suggestions can you provide to improve attendance and participation in these meetings?*





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*Your Area meetings should take place near the **time** of District Council meetings?*

*What are the advantages and disadvantages of having your area meeting **BEFORE** District Council meetings? Similarly, what are the advantages/disadvantages of having them **AFTER** District Council meetings?*





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*The clubs in your area are “O.K.” but they don’t seem to be involving **you** as Assistant Governor in events.*

*What can you do to rectify this situation?*





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# The role(s)

Assist with the development of DISTRICT goals

Coordinate the visit of the District Governor to the clubs in your area - touch base with president to make sure everything is in place, introduce District Governor at the meeting and followup with clubs at next Area meeting





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Communicate club strengths, weaknesses and progress towards District goals; provide a club assessment to the District leadership by May 1.

Attend district meetings - provide reports in advance as requested\*

Participate in district events including Rotary Foundation events





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Help identify and develop future district leaders

Cultivate your own replacement, make recommendation to District Governor Elect and brief incoming Assistant Governor on status of clubs

Check in with clubs regularly (preferably at least quarterly) - attend club meetings ... and board meetings, club assemblies (as required)





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Assist President-Elects to develop effective goals and  
enter in Club Central

Monitor progress of clubs in Club Central

Motivate clubs to follow through on requests from district  
leadership

Promote ways district leadership team can support





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Promote attendance at district conference and  
other district functions

Participate in district training and President-Elect  
training





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# Assistance in your role

How can each of the following assist you in your role as  
Assistant Governor?

District Leadership - particularly the District Governor and  
District Governor-Elect

The Assistant Governor Trainers





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# District Council Discussion





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## **FINDING ASSISTANT GOVERNOR CANDIDATES**

**How should the District identify  
prospects/recruit individuals for this  
role?**

**What can the District do to  
encourage qualified individuals to  
step forward to this role?**





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**Publish/circulate an accurate job description and expectations for the role.**

**Promote the role of Assistant Governor at the visit of the District Governor to the club**

**Each existing Assistant Governor should arrange to do a “talk” at each of her/his clubs to clarify the role**





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**Build a list of prospects (must have served as a president to be eligible)**

**Assistant Governor should recruit a successor in year 2 and mentor the incoming Assistant Governor in his/her final year**

**At the Club Leadership Training conference and at PETS, Presidents-Elect should be informed about the role of the Assistant Governor**





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## **ASSISTANT GOVERNOR TRAINING**

**What elements should be considered  
in the training of Assistant  
Governor's – elect ... activities???**  
**How long???**





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**Set clear expectations for the role (e.g. attend District Council, attend club meetings regularly, attend district training sessions)**

**Hold regular Area meetings based on the “culture” of the area – consistency being the key.**

**Establish clear goals for Area Meetings that would include regular visits from District Representatives to educate group on Rotary topics**





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## **ASSISTANT GOVERNOR SUPPORT**

**How can the District best  
support/manage/coordinate the  
team of Assistant Governors???**

**Who should be involved???**





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**Need club ..... data to  
specific members'  
information**

**Relationship between Club  
Presidents and Assistant  
Governors needs to be  
defined clearly**





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## **ASSISTANT GOVERNOR ROLE**

**What should be the role and/or  
relationship of the Assistant  
Governors and District Council?**





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**A connector between the clubs and District Council with communications going in both directions.**

**Education about what Rotary IS, not only what it does**

**Seek guidance and advice for club issues from other Assistant Governors and members of District Council (particularly Past District Governors)**