Assistant Governor Reporting

It was obvious that you wanted a bit more direction regarding the reports to be submitted 4 or 5 times/year. I showed a draft to some at District Council and it was well received but wanted you to know the information that I would like to collect prior to each District Council meeting. It is simple!

The form will ask you to identify: the number of Area meetings you have had since the beginning of the Rotary year, and the clubs represented; highlights associated with either/both clubs and/or the area that you would like to share with District Council.

Last, but certainly not least [**and this will not be shared with District Council**], any areas of concern or issues that you would like to raise. This will be my cue to chat with you or ask for help from the District Leadership Team. And, I will also be looking for any patterns that emerge. For example, in the last couple of years, a small club was struggling, and recently asked to give up its charter. We did not know this was emerging; I am not sure we could have done much to prevent this from happening, but it may have been beneficial to the remaining members that the District Leadership were there for them ... to assist, to provide support ... in this situation. Unfortunately, we did not know about this until the very last moment. Although this is a very extreme example, I hope you understand how important it is to keep the District Leadership Team informed if you perceive any problems and issues evolving.

So, simply...# of meetings and clubs attending, highlights....and (not to be shared), any issues. The form (below) is in “Word”, and of course, you can use more or less of the space outlined. You can even cut and paste from your meeting minutes.

Thanks for your assistance....this is a new role for the District and I am trying my best to get the information necessary at the District level without burdening you. As I have heard many times, the role of Assistant Governor is probably one of the best in Rotary...and, as such, has attracted some really high quality individuals to serve in this capacity. Your service to the District is most appreciated.

[see the template on the next page]

**Assistant Governor Report**

**Area # Date**

**Number of Area Meetings to date in Rotary Year**

**Clubs represented at area meetings (name and number)**

**Club or Area Highlights [positive events, membership achievements …]**

**Club or Area Issues [anything that you feel the District Leadership Team should know].**