

Assistant Governor Job Description (in brief)

Assistant Governors are invited to serve a 3-year term (renewable each year at the discretion of the incoming Governor). Several items describe a competent ASSISTANT GOVERNOR – helping to encourage and build ever more successful Rotary clubs – doing good in the world:

1. Be visible at your area clubs' meetings (and, if possible, their events) visiting at least once per quarter. If you do not attend their meetings, they may have little incentive to attend your Area Meeting.

One of your visits should be with the District Governor on her/his visit to the club(s) in your area or in a combined area visit. Your role at this meeting is to introduce the District Governor.

There is a section on this visit in the Assistant Governor's Manual.

2. Arrange a minimum of 5 Area Meetings bringing your clubs' presidents and presidents-elect together. They will benefit greatly from the interaction - and can even build the agenda of items they need and want to discuss - see also Adaptable Agenda form for ASSISTANT GOVERNOR Meeting in the menu on the ASSISTANT GOVERNOR Resources page on the website. Complete and submit ASSISTANT GOVERNOR Report to ASSISTANT GOVERNOR Coordinator using the Template provided.
3. Participate in periodic online video conferencing ASSISTANT GOVERNOR meeting with fellow Assistant Governors, hosted by the ASSISTANT GOVERNOR Coordinator. Dates are circulated well in advance of the meetings.
4. Attend as many District events as possible including District Council meetings and other trainings/events as they evolve in the COVID-19 scenario and beyond.
5. Become competent in Rotary Club Central so you can help your clubs enter their goals. Do NOT offer to do this for the club, but be willing to assist.
6. **MANDATORY – complete club visit using the Memo of a Club Visit guide and report online to RI by May 15th.**

7. Assistant Governor Timeline

April – June

- Incoming Assistant Governors (if appropriate) and sitting Assistant Governor hold final area meeting with presidents and presidents-elect.
- Club presidents-elect submit their club goals to Rotary Club Central by May 1
- Club secretaries update member data for July Club Invoice by June 30 deadline
- Attend District Council in June
- Attend Awards Banquet/District Governor Change-over in June

July – September

- Remind presidents-elect to complete Planning Guide for Effective Rotary Clubs and give copy to you by July 1
- Clubs receive Club Invoice in July to pay upon receipt
- Clubs receive District Dues Invoice (generated by email) **once annually** in July - sent to president, secretary and treasurer as identified on the district website - due upon receipt

- Encourage club attendance at District Conference (held annually in October but postponed in 2020 – 2021 until the spring.)
- Inform presidents and presidents-elect of The Rotary Foundation Dinner in November (if applicable) and encourage club attendance.
- Hold Area Meeting with presidents and presidents-elect
- Attend District Council in September

October – December

- Hold Area Meeting with presidents and presidents-elect (and if known, President-Elect nominee)
- Attend District Council in November
- Encourage member attendance at The Rotary Foundation Dinner in November If applicable
- Club secretaries update member data for January Club Invoice by December 31 deadline

January – March

- Clubs receive Club Invoice early January to pay upon receipt
- Hold Area Meeting with presidents and presidents-elect
- Attend District Council January - online video conferencing [ZOOM]
- Attend President-Elect Training (PETS1) with your area club presidents-elect [may be on-line]

April – June

- **May 15, DEADLINE to submit to Rotary International. Review Memo of a Club Visit (see menu on District website for the form), attend club meeting with this in mind, complete Memo of a Club Visit online at www.rotary.org, (log in using your user name and password).**
- Hold Area Meeting with presidents and presidents-elect (and if known, President-Elect Nominee)
- Meet with incoming Assistant Governor if completing your term
- Attend District Council meetings in April and June

Assistant Governor ZOOM meetings All Monday evenings at 7.00 p.m. unless as indicated.	Area Reports Due (for District Council)	District Council
August 24 Please have visited each of your clubs once before this meeting (either virtually or in person depending upon where we are with COVID-19)	August 28	September 12 ZOOM
October 19	October 21	November 7 ZOOM (probably)
December 14	December 16	January 9, 2021
February 22*	Feb 26	March 13
May 15 th – club assessments to be entered in Rotary Club Central		
May 25 (Tuesday)	May 26	June 5