**ROTARY DISTRICT 7910**

**OFFICIAL DISTRICT GOVERNOR VISIT PROTOCOL**

**PURPOSE OF THE OFFICIAL VISIT:**

Once a year, the District Governor is required to make an official visit to each Club in the District. The purpose of the visit is:

* To learn about the club and its goals, service projects, communities, and needs. It is an opportunity for the District Governor to hear directly from club members about how the District can better support the club.
* To motivate Rotarians to participate in club and District activities and service projects.
* To ensure that the constitution and bylaws of the clubs comply with the constitutional documents.
* To recognize outstanding club projects and the work of individual Rotarians.
* To discuss important club matters with club leaders.
* To educate the club on Rotary’s priorities

**PROCESS:**

Prior to the District Governor’s visit, the Assistant Governor should prepare the Club President for the visit and discuss the guidance (below) regarding visit protocol.

* At least one (1) week prior to the scheduled visit, the Assistant Governor should confirm in writing with the Club President the date, time and location of the meeting. The Assistant Governor will convey the confirmation and the 2020-2021 Club information sheet submit to the District Governor no later than one (1) week prior to the scheduled visit
* The Assistant Governor should let the District Governor know of any particular issues of which the District Governor should be aware. For example, if there are customs and traditions unique to the club that should be observed during the visit, please inform the District Governor.
* The District Governor is a guest of the Club when making the visit. Be sure to communicate any special plans, inductions, recognition ceremonies you have for the District Governor so she is prepared.
	+ e.g. Presentation of Major Donors or Paul Harris or new member induction
* The Assistant Governor should check with the Club President before the visit to decide which one of them will introduce the District Governor, giving the option to the Club President (the Assistant Governor can introduce the District Governor if the Club President prefers). The Assistant Governor should ensure that the Club President has the District Governor’s bio.
* **The District Governor should be the only program for the day and 20-25 minutes should be set aside for this presentation. No other business should be conducted during the official visit.**
* The District Governor will meet with the entire Board of each club for 30 minutes, prior or after the club meeting. (morning clubs – BOD meeting after the weekly meeting). The Assistant Governor should work with the club to develop an agenda. It might include:
	+ Discussion of progress toward goals
	+ Succession planning
	+ Committee updates and reports on service activities and accomplishments
	+ Questions and open discussion
* To get maximum participation from club members for the visit, encourage club leaders to promote the visit by:
	+ Announcing it at weekly meetings leading up to the visit
	+ Publish it in club newsletter/website