

## **ROTARY INTERNATIONAL DISTRICT 5500**

### **JOB DESCRIPTION**

## **ASSISTANT GOVERNOR**

### **ROLE:**

Be the connection between your clubs and the district; help your assigned Rotary clubs become more effective by assisting the district governor with their administration.

### **RESPONSIBILITIES:**

Help develop district goals.

Coordinate the governor's visits with clubs.

Communicate clubs' strengths, weaknesses, and progress toward goals to the governor.

Join in district events and activities.

Participate in the district team training seminar and district training assembly when able.

Identify and develop future leaders.

Brief the incoming assistant governor on the status of clubs.

Check in regularly with clubs; visit regularly – at least once a quarter.

Help presidents-elect to develop goals, enter them into Rotary Club Central, and achieve those goals.

Attend club meetings, club assemblies, and other events as invited.

Offer the district leadership team specific ideas for supporting clubs.

Promote attendance at the district conference and other district meetings.

### **QUALIFICATIONS:**

Must be a Rotary club members in good standing and a past president.

### **TERM OF OFFICE:**

Assistant Governors are appointed by the District Governor on an annual basis for a maximum of a 3-year term.