

## **ROTARY INTERNATIONAL DISTRICT 5500**

### **JOB DESCRIPTION**

# **EXECUTIVE ASSISTANT GOVERNOR**

## **ROLE**

Assist the District Governor by working with the Assistant Governors, helping them to maximize their effectiveness in inspiring, empowering and supporting clubs.

## **RESPONSIBILITIES**

Serve as a two-way communications link between the District Governor and Assistant Governors as well as between the Assistant Governors.

Act as a resource for Assistant Governors.

Assist in the training of Assistant Governors.

Help Assistant Governors improve interpersonal and organizational skills to effectively support their work with their clubs.

Meet with the Assistant Governors regularly, preferably quarterly.

Assist in developing annual District goals and participate as a member of the District Strategic Plan Committee.

Coordinate the District Governor's official visit with clubs.

Prepare the Quarterly Club Visit Reports for Assistant Governors to complete.

Communicate clubs' strengths, progress towards goals and areas of concern to the District Governor.

Maintain relationships with District committees to identify opportunities when Assistant Governors can facilitate communications with clubs.

Attend all club and Assistant Governor training meetings.

Maintain an account on Rotary Club Central and keep current about club and district reports applicable to the role of Assistant Governors.

Assist the DG, DGE, and DGN with information that could assist in the selection and assignment of Rotarians for key positions within the District.

At the request of the District Governor, represent the DG in Zone or RI teleconferences that the DG cannot attend.

Assist the DG Line and District leaders in developing future District leaders.

Perform other related duties as may be requested by the District Governor

**QUALIFICATIONS**

Has served as an Assistant Governor and is a member in good-standing of a District 5500 Rotary Club.

**TERM OF OFFICE**

The Executive Assistant Governor is appointed by the District Governor-Elect to serve a term concurrent with the DGE's term. Typically, the EAG will serve no more than 3 consecutive years.