

**ASSISTANT GOVERNOR**  
**DISTRICT 5440**  
Rev. 12-12-2011

**Overview:**

Assistant Governors perform an essential role as the District Governor's representatives to the individual Rotary clubs. They are a critical link between each club and the district, providing guidance and support to the clubs, and information about each club's needs and accomplishments to the District Governor (DG).

Assistant Governor (AG) assignments are typically for three years. This allows each AG to develop a strong sense of each club's strengths and challenges and develop a meaningful relationship as counselor and mentor to the club's leadership when/if it may be needed.

AG's have served as presidents of their own clubs, have demonstrated strong leadership skills and are committed to the values of Rotary. They have participated in the development of the district's leadership plan and are responsible for communicating the district's goals and initiatives to their designated clubs.

Above all, the AG is a resource to the club, not a "commander." To be successful, it is important to be a "value" to the club rather than a detractor.

**Duties and Responsibilities:**

- Participate in the preparation of the District Leadership Plan.
- Attend the Presidents Elect Training Seminar (PETS) and the spring and fall district assemblies.
- Visit each club regularly (at least once a quarter) and meet with the leadership to discuss the club's progress on The Rotary Foundation and membership goals with the leadership. Take the opportunity to promote district training events, assemblies, the upcoming district conference and district and global grant opportunities. Identify any issues or concerns the club is experiencing and communicate those to the District Governor.
- **Club Visit Schedule**
  - *Prior to the new Rotary Year-* Meet with the incoming club president and club leadership to review the "Planning Guide for Effective Clubs," and assist in the completion of the goals, plans and other documents requested by the District Governor. Discuss the upcoming District Governor visit.

- *October/November-* Determine plans for the election of new club officers (due no later than December 31<sup>st</sup>). Encourage President Elect and President Nominees attendance at PETS.
  - *January/February-* Review progress on club goals and assist in the preparation of the RI President’s Citation (due March 31) and the Governor’s Citation (due April 31).
  - *April/May-* Promote the district conference and determine what projects and/or individuals should be nominated for district awards. Identify members with the potential to serve in district committees. Following the visit, complete the “Memo of Club Visits” (due to DG by May 1).
- **District Governor’s Visit**
    - The DG’s official visit includes a presentation at a club assembly. The governor also meets with the officers, directors and, when requested, the committee chairs to review the club’s progress on club and district goals and initiatives. The AG should participate in the club visit.
    - The AG coordinates the meeting and lodging requirements vis-à-vis the club president and the DG. The AG communicates the preferences of the District Governor to the club president, encourages plans for the DG to recognize individual club member accomplishments, and provides the DG with information about the club’s accomplishments and sensitive issues.
- **Communication**
    - Develop open and effective communication with the club leadership and district administration, governance and committee chairs to ensure that the clubs receive the information they need and, in turn, the district is knowledgeable about the club’s progress.
    - Work closely with the DG and the other AG’s to stay current on district and Rotary International information.
    - Volunteer to speak at club meetings about The Rotary Foundation, Future Vision or other topics that may be of interest to the club’s membership.

Acknowledgement of the Assistant Governor’s duties and responsibilities:

District Governor	Assistant Governor	Club President