**Rotary District 5650**

**Assistant Governor Checklist**

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| **SUGGESTED TIMELINE FOR ASSISTANT GOVERNOR RESPONSIBILITIES** | |
| **Preparation for your role** | |
| February | • Review RI and Rotary club constitutions and documents.  • Attend the district team training seminar.  • Provide input to the governor-elect on what the district wants to achieve. |
| March | • Meet with the presidents-elect of your assigned clubs at PETS.  • Advise the governor-elect on district committee selections. |
| April | • Meet with club leadership teams at the district assembly.  • Contact Clubs to set up JUNE VISIT |
| May | • Meet with the outgoing assistant governor (if appropriate) to discuss what you can expect when working with club leaders. |
| June | • JUNE VISIT |
| **Your year in office** | |
| July | • Collect a completed Planning Guide for Effective Rotary Clubs from each assigned club, and give them to your district governor by 1 July.  • Contact Clubs to set up SEPTEMBER VISIT |
| August | • Begin 1st quarter club visits.  • Assist club leaders in scheduling and planning for the governor’s official visit. |
| September | • SEPTEMBER VISIT |
| October | • Contact Clubs to set up DECEMBER VISIT |
| December | • Remind clubs that the updated membership list and semiannual dues are due to RI on 1 January. Both can be submitted through Member Access.  • DECEMBER VISIT |
| January | • Contact Clubs to set up MARCH VISIT |
| March | • MARCH VISIT |
| May | • Complete the MEMO OF CLUB VISIT after your final visit to each club, and submit it to your district governor by 15 May.  • Meet with the incoming assistant governor. |
| June | • Remind clubs that the updated membership list and semiannual dues are due to RI on 1 July. Both can be submitted through Member Access. |