**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. |