

ASSISTANT GOVERNOR TRAINING

PDG Gina Growden
DG's Mentor



WELCOME AND INTRODUCTIONS

- **Getting to know each other – being part of a team**
 - **30 seconds maximum:**
 - Your name
 - Your Club
 - How long have you been in Rotary
 - Something about you that the others are unlikely to know



LEARNING OBJECTIVE

- **At the end of this session you should be able to:**
 - **Define your role and responsibilities as an Assistant Governor**
 - **Identify 2 ways to strengthen clubs**



You are the MOST IMPORTANT component of the District Team

You are the EYES, EARS AND NOSE of the District Governor

The manner in which you carry out your job will determine the success or otherwise of the year!



- **TO SUPPORT CLUBS**



ROLE OF THE ASSISTANT GOVERNOR

- TO SUPPORT CLUBS

How?

- Work with **district leaders** to help them better support clubs
- Check in regularly with clubs to **build relationships**
- Work with Presidents elect to **set goals** for the year
- Help clubs set goals in **Rotary Club Central**
- Use Rotary Club Central to **monitor goals and rate clubs' effectiveness**



Your Role – in general

1. Become a 'honorary' member of each of your clubs
2. Be the new 'best friend' of your Club Presidents
3. Gain their confidence so they will confide in you any of their concerns, problems, successes, achievements
4. Develop the relationship so you are confident that you can:
 - visit the club as often as you wish (and when you wish)
 - contact them as frequently as necessary to impart or gather information

Be aware that some Clubs are anti-district – your actions / attitudes will have a marked affect on this.



Your Role - specifically

1. To promote the RI theme & promote DG Susan's goals
2. To attend **PETS, DISTRICT ASSEMBLY** & other training programs
3. To attend the **DISTRICT CONFERENCE**
4. To **offer assistance** to the Presidents Elect /Presidents in your Zone
5. To advise the DG of **any issues / problems** in the club you become aware of
6. To assist with the development of a membership plan & club strategic plan



Your Role - specifically

7. Ensure that **ALL** your President attend **PETS**
8. Encourage all Club **Board** members to attend District Assembly & ensure **ALL Presidents** attend
9. Encourage each President to attend all District Presidents' meeting and Zone Presidents' Meeting (or send a representative)
10. Encourage Interclub Activities / Joint meetings
11. Submit a monthly report to the DG
12. Be in contact with your clubs at least **once per month** (by phone, or email, if not in person)



Your Role - specifically

13. Between February 2018 and 31 March 2018 ensure that Clubs in your zone have updated the **District ClubRunner** with their 2018-19 team details – including contact phone numbers - **no later than 31st March 2018** (For production of District Directory)



ACTIVITY

Work in groups of four

You have 10 minutes to work on the activity. Please nominate a spokesperson to report on your findings

Discuss and answer the following questions:

- How often will you connect with your Clubs?
- What will be the purpose of your 'official' club visits?
- How will you prepare for your visits?
- What steps will you take to understand a club's issues?
- How will you manage your time to work with multiple clubs?



Your role – DG's visit

Liaise with the Presidents in preparation for the DGs official visit

- Ensure they fully understand the importance of the DG's visit & have the total support of the whole club
- Ensure that there is **NO OTHER GUEST SPEAKER** scheduled for the DG's official visit
- Ensure that the DG has minimum of 20 minutes to address the Club
- Arrange for the Club board to meet with DG prior to official meeting



Preparation for Official Visit

To be completed by AG in conjunction with Club President and forwarded to DG minimum a week before the visit.

Club Name: _____ Date of Visit: / /

Venue Address for Club Meeting:

Normal Meeting Time AM/PM

What time would they like me there? AM / PM

President:

No of Active members:

Expected number of members at meeting:

Administrative Issues

- District Dues Paid Y / N
- RI Dues Paid Y / N
- Insurance Certificate of Currency on file? Y / N
- Risk Management Issues Understood? Y / N
- Certificate of Incorporation Paid Y / N
- Working with Children Check – members registered? Y / N
- Gaming and Racing Fund-raising Authority Y / N – Expiry Date:
- Dept of Fair Trading – lodged new Constitution and bylaws Y / N
- Budget for 2015-16 – copy please
- Previous year's accounts – copy please
- Name of auditor

Club Leadership Plan Implemented? - Fully / Partially / Not at All

Comment

- Strategic Plan?
- Annual Plan?
- Does club conduct member surveys?
- Is performance against past goals being reviewed
- How many times did the club's board meet prior to the start of the year?

Club Service / Admin Initiatives – any require work / assistance?

- Venue

What to do on your club visits

Visit each of the clubs in your zone at least 4 times in the lead up and during your year

- Preferably visit before 1st July 2018 to introduce yourself & to learn about the club
- Visit 1-2 weeks prior to the DG's Official Visit
 - Ensure the President is prepared for the official visit
 - Ensure all documentation has been completed and forwarded to the DG
 - Confirm details of Board meeting



CLUB VISITS

- **DG's visit – you are there to support the DG**
 - You need to ensure the DG is aware of the venue, the time of the meeting, and any VIP's or visitors who are likely to be there
 - Your role during the DG's visit is to be very passive – it's the DG's show!
- Visit your Clubs at least one other occasion during the year following the DG Visit



What to do on your official club visits

- Promote the World President's messages
 - Eg: End Trachoma by 2020
 - Plant a tree for each Rotarian
 - Promote the International Convention - Toronto
- Promote the DG's goals
- Promote any special messages from DG / District
- Promote the District Conference
- Encourage attendance at District meetings eg Foundation dinner
- Get feedback on the Club for the DG



CLUB VISITS

- Ensure you get invited to special events of your clubs
- If you don't get an invitation – invite yourself!
- Attend the major Fundraising events eg book sales, Australia Day functions etc
- Attend the Club Changeovers (before you start your year, and at the end)



Advise the DG of:

- Any issues that the DG should be aware of
- Deaths of Rotarians from your Clubs
 - To ensure DG Susan is aware of the death – she may wish to attend the funeral or send a condolence card
- Any inductions of new members
 - If possible try to attend the induction ceremony – particularly if there are multiple inductions.
- PLEASE DO THIS IN A **TIMELY MANNER** – SO THAT DG SUSAN CAN TAKE THE APPROPRIATE ACTION



CASE STUDY

Scenario 1: Strained district relationship

Your district governor has asked you to work with a club that hasn't responded to any requests for information and refuses to set goals in Rotary Club Central. Over the years, the club has developed a negative attitude toward the district. The club president has said that in the past, the district did a poor job of addressing some of the club's needs. What steps would you take to gain the club president's trust?

Scenario 2: Managing membership leads

You handle two very different clubs. One caters to members who prefer traditional, in-person weekly meetings, either for breakfast or lunch. The other caters to members who prefer to meet either through Skype or in a relaxed setting. Recently, the traditional club's secretary has expressed frustration after receiving leads for potential members who want a casual and flexible setting. In contrast, the other club often receives leads from those who want a more traditional Rotary experience. How would you work with the district to ensure that the clubs receive more appropriate membership leads?

Scenario 3: Cultivating future leaders

One of your midsize clubs seems to have the same Rotarians in leadership roles every year. According to the president-elect, the majority of members don't have any interest in becoming a club leader. What steps would you take to help the club identify and develop future leaders?

Scenario 4: Retaining members

One of your large clubs gains several new members each year, but loses just as many. After investigating the issue, you discover that most members leave between three and five years after joining. What guidance would you give the club to better engage its current members, particularly those who have been in the club for three to five years?

Scenario 5: Encouraging training attendance

The president-elect of one of your clubs says she doesn't see any value in the district training assembly. She isn't going to attend because she thinks it's a repetition of the presidents-elect training seminar, and she is not encouraging. How can you find out what other issues might be contributing to this belief?

Reporting

- You are required to submit a report on each club in the Rotary International Website: My Rotary before the end of the Rotary year
 - Suggested that you do this shortly after your official visit – to capture relevant & up to date information on the club – so you don't forget
- DG Susan requires a monthly report from you
 - Please forward by last day of each month



Report Form – Team Meeting

Team Member: _____ Month: _____

Committee Role / Zone (AG): _____

Club Contacts made during the past month:		
Club	Visits made:	Phone Calls made:
New Member Inductions (Please list clubs & name of member/s):		
Member Resignations (Please list clubs & name of member/s):		
Club Events/ Highlights:		
Club Issues:		

Should you pay?

- DG Susan will ask each president to budget for 4 Official Visits from their AG – as a guest of the club
- Will vary from club to club whether you are expected to pay when visiting a club outside your ‘required’ 4 official visits
- Expect to pay for yourself at functions like special dinners, changeovers, fundraising events etc etc
 - District will reimburse you to a certain extent for these expenses – but keep records!



- **ABOVE ALL**

**– HAVE FUN AND
ENJOY YOUR YEAR**



• Questions?



- **Contact details:**

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