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### ***Training leader's notes***

- Introduce yourself to participants, and explain your role as the facilitator of their discussion.
- Suggest group guidelines to ensure the discussions are effective, such as taking turns speaking, welcoming and accepting all comments, and limiting use of mobile phones.
- Consider starting the session with a “getting to know you” activity related to the session topic.
- Review the session’s learning objectives with participants.

### **Purpose of the District Assembly**

The purpose of the district assembly is

- To prepare incoming club leaders for their year in office and build their leadership team
- To give the district governor-elect and incoming assistant governors and district committees the opportunity to motivate club leadership teams and build their working relationship

The following topics are covered at the district assembly:

- RI theme
- Role and responsibilities
- Policies and procedures
- Team selection and training
- Developing long-range and annual goals
- Resources
- Team-building

### **Participants**

Participants should include but not limited too

- Presidents-elect (required to attend both PETS and district assembly)
- Incoming club secretaries
- Incoming club treasurers
- Incoming club committee chairs (especially for the administration, membership, public relations, service projects, and Rotary Foundation committees)