



## District Governor Visits to Clubs Protocol and Expectations 2019-2020

### Club Visit Objectives

Rotary International expects the District Governor to visit each club in the district. My visit objectives are to

- Meet Clubs and Rotarians in person.
- Learn about the great work that clubs are doing and recognize outstanding contributions.
- Motivate and inspire Rotarians and Rotary Clubs.
- Highlight important Rotary and District issues, priorities, values and goals.
- Discuss concerns faced by the club.

### Calendar

1 to 3 weeks before DG Visit

- Reminder of DG visit sent by District Administrative Assistant to Club President, Club Secretary, and Assistant Governor with copy to District Governor.
- Assistant Governor Confirms visit with Club President, and with District Governor.
- Club President:
  - Confirms with the Club that the DG visit is scheduled on the club meeting calendar
  - Confirms with District Administrative Assistant, Assistant Governor and District Governor that visit is scheduled. [dana.kohlmeyer@rotary6270.org](mailto:dana.kohlmeyer@rotary6270.org); [Steen.Sanderhoff@Rotary6270.org](mailto:Steen.Sanderhoff@Rotary6270.org)
  - Arranges for District Governor to meet with Club Board.
- Informs the District Governor of any awards to be presented at the Club Meeting – e.g., Paul Harris, Student of the Month, etc.

### Visit Day

#### Club Meeting

District Governor addresses the Club during regularly scheduled Club Meeting. The Governor is “The Program/Speaker” on this date.

- Priorities of DG visit are celebration and information sharing – Rotarians should be excited about Rotary and their Club.
- If Paul Harris or other awards are to be presented, include the District Governor in the presentation.
- Support: If I need to present using PowerPoint, I will have a PC and projector, as well as the presentation on a memory stick. **It would be helpful if the club provides a projection screen.**

Suggested Agenda:

1. Club President showcases / tells District Governor about several great projects of the club and why the club is a great club. Brag a bit. (Max 5 min)
2. Club President Introduces the Assistant Governor. (Max 1 min)
3. Assistant Governor introduces the District Governor. (Max 2 min)
4. District Governor addresses the club. (15 min. + Questions 5 min.)

### Board Meeting



- District Governor meets with the Club Board (45 to 60 min.)
- Purposes: a) Discuss strengths / weaknesses of club (club health), b) discuss any assistance the club may need from the District, any projects or partnerships in which the club is interested, c) ask questions.

### Scheduling of Visit:

Please note this is the usual schedule but exceptions sometimes apply. See your reminder email for confirmation.

- If the meeting is a **breakfast** meeting.
  - Order of events: Club Meeting → Board Meeting
- If the meeting is a **lunch** meeting.
  - Order of events: Board Meeting → Club Meeting
- If the meeting is an **evening** meeting.
  - Order of events: Board Meeting → Club Meeting

### Public Image and Follow-Up:

- BEFORE: The Club should arrange for a means to take pictures during the Club Visit/Presentation.
- DURING: Take Pictures and Make Notes.
- AFTER: Pictures of the club visit, along with a brief story, should be published on the Club's Facebook Page or Web page.

### Other Follow-up:

- Follow-up as needed.

If you have any questions, let us know.

### ***Steen Sanderhoff***

District Governor, 2019-20