

SESSION 2: ASSISTANT GOVERNOR RESPONSIBILITIES (60 minutes)



RELEVANCE: Understanding their role and responsibilities will help assistant governors support clubs and the district.

IDEA EXCHANGE



- Best for discussing topics that participants know
- Guided by a trainer to keep discussions on topic and allow everyone a chance to speak
- Followed by an activity for participants to apply the ideas being discussed
- Seating arranged in a U-shape for a maximum of 30

Learning objectives

At the end of this session, participants should be able to:

- Define their role and responsibilities as assistant governors
- Identify two ways to strengthen clubs

Before the session

- Review the speaking points, discussion questions, and activities offered, and plan your session.
- Get input from past assistant governors or ask them to lead the session.
- Decide whether to use the PowerPoint template provided and develop slides, or use a flip chart or a white board.
- Consider any relevant district or regional issues related to this topic.
- Choose an activity based on the needs, interests, and skill level of your participants.
- Make sure you have the materials you need.
- Review the resource listed below.

Resource

- [Lead Your District: Assistant Governor](#)

During the session

- Welcome participants and introduce yourself.
- Review the learning objectives.
- Highlight these key messages:
 - Your role is to 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.
 - Work with district leaders to help them better support clubs.
- Use these discussion questions to get the conversation going:
 - What do you think will be your biggest challenge next year?
 - How will you support clubs differently based on their size?
 - How can you help club leaders plan for the governor's visit?
 - How would you manage conflict between you and club leaders?
 - How can you identify and develop future leaders?
 - How do you plan to follow up with clubs about their progress?
- Lead one of the activities below.
- At the end of the session:
 - Take questions from participants.
 - Highlight key resources and where to find them.
 - Review the learning objectives to make sure they've been achieved.
 - Ask participants to write down one idea they'll use from the session.

Activities

Choose an activity:

1. Purpose: Prepare for the role of assistant governor
 - Allow 25 minutes for this activity.
 - Break participants into groups of three or four.
 - Ask each group to discuss these questions:
 - How often will you connect with your clubs?
 - What will be the purpose of your 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?
 - Have all participants share one new idea they learned.

2. Purpose: Identify ways to strengthen clubs

- Allow 25 minutes for this activity.
- Divide participants into five groups.
- Give each participant a Case Studies worksheet.
- Assign a case study to each group. If time allows, groups can select another case study to discuss.
- Ask each group to share its responses.

WORKSHEET: CASE STUDIES



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 her officers to attend. *How can you find out what other issues might be contributing to this belief?*