

ROTARY DISTRICT 7590

AREA REPRESENTATIVE (AR) GOALS AND GUIDELINES

RENAMING OF THE ROLE

- ❖ The Assistant Governor title will be renamed Area Representative (AR) to the President.

MISSION STATEMENT

The mission is to successfully assign members, who embrace Rotary's goals and objectives, and who demonstrate the ability to oversee and guide clubs, towards achieving the District's Goals and Objectives.

DEFINE THE GOALS OF THE AR ROLE

- ❖ Visit each club quarterly to discuss club activities, resources, and opportunities, and provide updates on District and R.I. initiatives. Use Zoom to facilitate communication.
- ❖ Support clubs in setting and achieving goals, finding solutions to challenges, resolving conflicts, meeting and establishing membership and financial goals, and other requirements as established by District and R.I.
- ❖ Serve as a liaison between clubs, district committees, and the District President.
- ❖ Assess the club's ability to thrive on their own with little direction, and to mentor club leaders as needed, providing strategies to help their clubs succeed
- ❖ Encourage clubs and presidents involvement in R.I. initiatives, such as PELS and various R.I. learning opportunities; encourage involvement in District activities and committees; and encourage involvement of clubs in community activities.

- ❖ Keep the President informed on the progress clubs make towards achieving their Goals and Action Plans.
- ❖ Work with club to stay up-to-date on District and Rotary initiatives, providing training as necessary
- ❖ Share the status of clubs with successors
- ❖ Be a positive communicator on behalf of NJ Rotary

DEFINE THE GOALS OF THE ASSISTANT REPRESENTATIVE (AR)- AT-LARGE ROLE (ARAL)

- ❖ Report directly to the President, updating club status and progress
- ❖ Work with clubs to stay up-to-date on District and Rotary initiatives, providing training as necessary
- ❖ Share the status of clubs with successors
- ❖ Be a positive communicator on behalf of NJ Rotary
- ❖ Support clubs in setting and achieving goals by finding solutions to challenges, resolving conflicts, meeting and establishing membership and financial goals, and other requirements as established by District and RI.
- ❖ Visit clubs regularly in person, and use Zoom to facilitate communication with assigned clubs.
- ❖ Working collaboratively with the AR, in coordination, with the District President, to achieve district goals, and schedule club visits.

ESTABLISH CRITERIA for AREA REPRESENTATIVE

- ❖ A minimum of three years in Rotary, with demonstrated ability to represent Rotary, as a multidimensional worldwide service organization, with high expectations, requiring informed, proactive, and collaborative leadership

- ❖ Prior successful leadership position held as Club President, and or other Rotary positions, community organization positions, and or business positions

Club recommendation to the District President is required for appointment eligibility.

- ❖ Commitment to serve a term of three years in this role, with consideration for additional years.
- ❖ Demonstrated ability to support the President and District Staff in performance of their roles, duties, and responsibilities, and demonstrated ability to provide training as necessary
- ❖ Demonstrated support of club presidents in performing their role. Willingness to meet individually as necessary.
- ❖ Demonstrated leadership experience in non Rotarian organizations and businesses.

ESTABLISH CRITERIA for AREA REPRESENTATIVE-AT-LARGE

- ❖ A minimum of five years in Rotary, demonstrated ability to represent Rotary and its goals, as a multidimensional worldwide service organization, with high expectations of its informed, proactive, and collaborative leaders.
- ❖ Must have had experience serving as an AG/AR previously, with a minimum of two years of service.
- ❖ Commitment of three years in this role, with consideration for additional years.
- ❖ Demonstrated ability to support the AR, President, and District Staff in performance of their roles, duties, and responsibilities.
- ❖ Demonstrated ability to provide training as necessary.
- ❖ Recommended by the existing ARs, and the President, in order to be eligible to be appointed to the position.
- ❖ Use Zoom for AR meetings to enable efficient and timely discussions.

NOTE: Add into Bylaws, the need to develop training opportunities for the AR-at-Large.

JOB DESCRIPTION

AREA REPRESENTATIVE (AR)

- ❖ Visit clubs on a regular basis to assess club and presidents progress with Goals, Action Plans, and meeting R.I. and District requirements.
- ❖ Provide a brief monthly report to the District President, prioritizing concerns and accomplishments.
- ❖ Assess club's ability to thrive with or without direction, reporting back to the President
- ❖ Support clubs in establishing and achieving Club and District Goals, and in developing and implementing the required R.I. Action Plan.

- ❖ Prioritizing support for new presidents, and those not succeeding.
- ❖ Maintain ongoing communication with the President to keep him/ her informed of progress with District and RI initiatives.
- ❖ Maintain communication with other district leaders through attendance at monthly meetings and beyond.
- ❖ Promote club involvement in R.I.,the District, and the communities served, as well as other club activities that are mutually beneficial.
- ❖ Identify future leaders to serve on behalf of the Club and District.
- ❖ Stay up to date in Rotary initiatives through attendance at District meetings, and R.I. training sessions to include PELS, Zone, and RLI.
- ❖ Share status of clubs with the successor.
- ❖ Demonstrates a positive and collaborative leadership style that serves to bring members together, proactively benefiting clubs, the organization, the community. and the NJ Rotary District.
- ❖ Demonstrate a commitment to Enhancement, Participation, and Engagement (formerly D.E.I.).
- ❖ Encourage clubs to be involved in District and RI initiatives, especially in growing membership, and developing effective club Goals and Action Plans.
- ❖ Be open to positive recommendations for change that will lead to overall improvement of clubs.
- ❖ Work collaboratively with other District leaders in support of Club and District goals.
- ❖ Ensuring that yearly elections for officers are held in a timely manner.
- ❖ Promoting the president's attendance at Pre-PELS and PELS.
- ❖ Promote best practices among presidents and members.
- ❖ Help clubs prepare for the District President's visit, to include a presentation of club activities by members.
- ❖ Promote self improvement, and be the catalyst for others to grow.
- ❖ Be a resource for others, promoting collaboration.

- ❖ Provide training for presidents in preventing instances of harassment and conflicts through mediation.
- ❖ Provide support and available resources as needed.
- ❖ Become a Rotary “Super Hero” by promoting success in clubs, and in the District.
- ❖ Be a friend, make new friends, and be a catalyst for learning about Rotary, and growing leadership skills.
- ❖ Attend Pre-PELs and PELS, as well as other training opportunities to grow in knowledge of Rotary, through participation and encouragement of participation in courses in the Learning Center and RLI.
- ❖ Ask for assistance and support when needed in completing items in this job description.
- ❖ Be a proactive team member, to gain team support.
- ❖ Recommend to use Zoom for club meetings to facilitate timely discussions and time efficiency.

AREA REPRESENTATIVE-AT-LARGE

- ❖ Meet with AR’s regularly.
- ❖ Meet with clubs as recommended, to assess clubs progress with goals and Action Plans, etc. in order to advise the President of their progress.
- ❖ Provide a brief monthly report to the District President, prioritizing concerns and accomplishments of AR’s and Clubs.
- ❖ Support clubs in establishing and achieving Club and District Goals, and in developing and implementing the required Goals and R.I. Action Plan.
- ❖ Prioritizing support and training for new AR’s, and those not succeeding.
- ❖ Maintain ongoing communication with the President to keep him/ her informed of progress with District and RI initiatives.
- ❖ Maintain communication with other district leaders through attendance at monthly meetings and beyond.
- ❖ Promote the NJ Rotary District, and the regional communities served.

- ❖ Promote individual club activities that are mutually beneficial to other clubs.
- ❖ Identify future leaders to serve on behalf of their region, and the NJ Rotary District.
- ❖ Promote understanding, effectiveness, and involvement in their role, and handle any situations that may arise accordingly.
- ❖ Stay up to date and informed about Rotary initiatives through attendance at District meetings, and RI training sessions to include PELS and Zone.
- ❖ Transfer of information about the AR role with the successor.
- ❖ Become a Rotary “Superhero” by promoting success of the District, its clubs, and to those in the AR role
- ❖ Assist with organizing the District Assembly, and encourage AR's to attend, as well as attending Pre-PELS and PELS.
- ❖ Encourage AR’s to take courses in the Rotary Learning Center and RLI.

APPOINTMENT PROCESS

AREA REPRESENTATIVE-AT-LARGE

- ❖ President will recommend potential candidates to the Board
- ❖ Existing AR’s will work jointly to recommend the Area Representative-At-Large for their regions, if applicable, to the District President.

AREA REPRESENTATIVE (AR)

- ❖ President will recommend potential candidates to the Board
- ❖ Clubs and Area Representatives will work jointly to recommend Area Representatives-At-Large
- ❖ Existing AR’s will work jointly to recommend their successors

DEFINING ALLOCATION OF ROLE ACROSS THE NEW ORGANIZATION

- ❖ Identify the resources available to AR's, and how will they will be modified, to reflect new roles and titles:
 - Recommendation for 25 Area Representatives to support the NJ Rotary District, since the District will cover substantially more clubs, with more administrative duties and responsibilities.
- ❖ The selection of AR's should be based on the AR's demonstrated abilities to support clubs.
- ❖ Provide recommendations for the number of AR's necessary to adequately support NJ Rotary clubs.

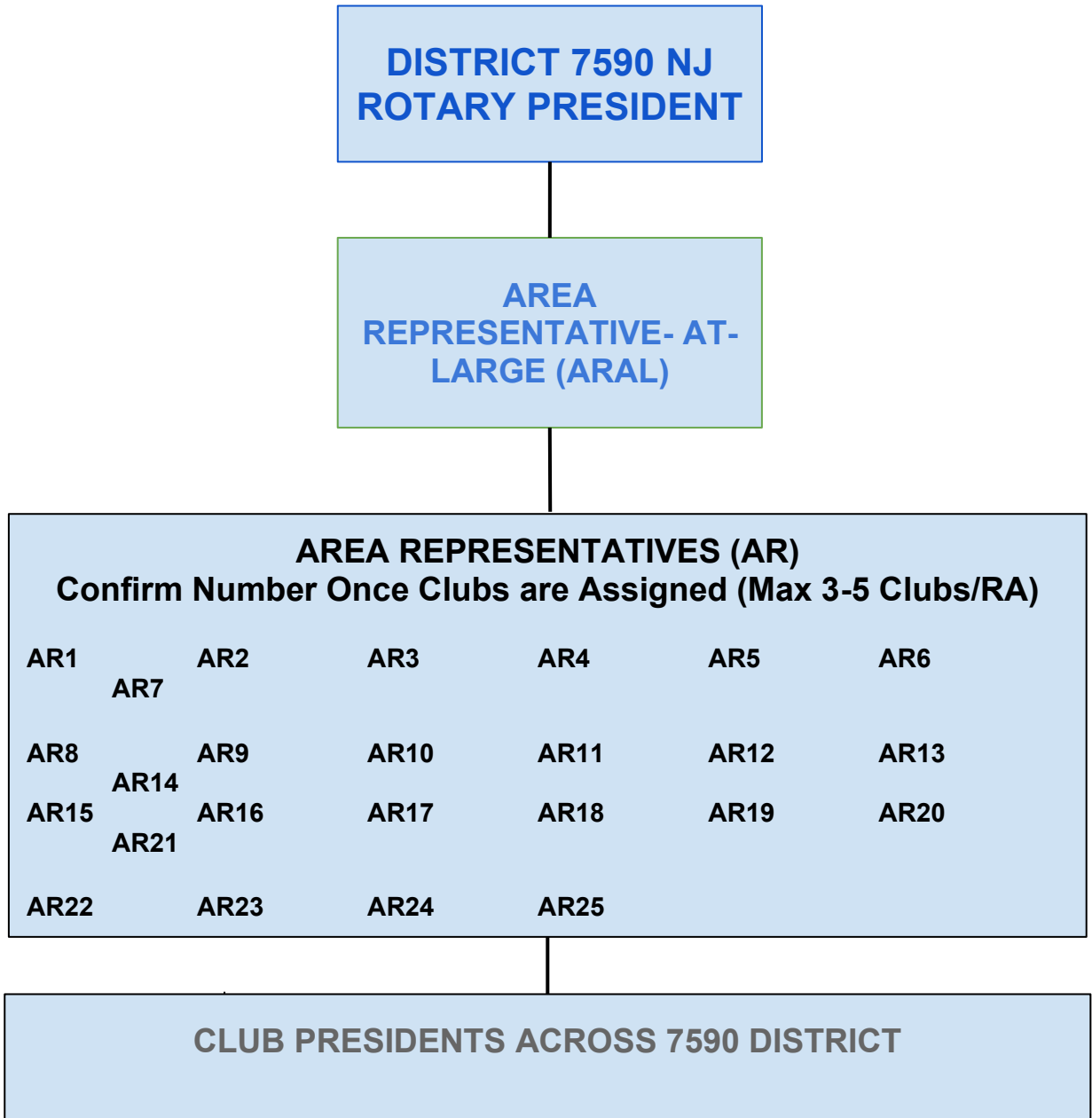
DEFINING RESOURCES

- ❖ Work with the District President and Club Presidents, to assess the needs for the entire District, and the organization for the upcoming year
- ❖ Propose three to five clubs per AR, depending on the needs of individual Club's, Presidents, District's, and the Board, with a maximum of 25 AR's.
- ❖ AR's should be selected and provided training, if needed, by May/June of the upcoming year, to be as prepared as possible.
 - Evaluation of existing AR's ability to serve should be determined in collaboration with current District Governors, and future District Presidents.
 - Assignments of clubs under the AR need to be determined by the District President.
 - Number of new AR's needs to be determined to cover clubs that are missing AR's.
- ❖ For all future years, all AR's should attend Pre-PELS and PELS training.
- ❖ For 2026, we have requested that Zone AG Training Leader provide a special PELS training for any incoming AR's once appointed, to be scheduled once the AR's are determined across District 7590 / NJ ROTARY.

BY-LAWS

- ❖ This created document will serve as the information to be incorporated into the by-laws, once approved by the President and the District Committee reviewing this TAG.

Area Representative (AR) and AR-At-Large Organization Chart



LISTING OF ROTARY RESOURCES FOR AREA REPRESENTATIVE AND AREA REPRESENTATIVE-AT-LARGE

- ❖ Become familiar with all the tools on the District's website, especially the Area Representatives (formerly Assistant Governor page).
- ❖ Study and get familiar with the resources on My Rotary.
- ❖ Take courses in the Learning Center.
[\(\(learn.rotary.org/members/pages/36/course-catalogs](https://learn.rotary.org/members/pages/36/course-catalogs) <https://share.google/rGyAEfl3cKU8vFfgk>
- ❖ AG Trainings Manual – Recommend new AR's and AR-At-Large form a committee to review existing AG Training Manual for future use as the AR Training Manual
- ❖ Learning Leader Guide for Area Representative (formerly AG) - Recommend new AR's and AR-At-Large form a committee to review existing Learning Leader Guide for Area Representative (AR)
- ❖ Additional support manuals will be added as needed
- ❖ Input regarding performance of 7505 and 7490 existing AG's, and club assignments needs to be determined for the new Rotary Year.