TIPS FOR ASSISTANT GOVERNORS
Rotary YEAR 2022/23

Assistant Governors as you prepare for your role…

Early Questions Directed at PEs

Operating structure and effectiveness

Talk with the outgoing assistant governor and presidents-elect to learn more about how each club operates. You may want to ask:

- Does the club have a strategic plan?
- Do club leaders enter annual goals in Rotary Club Central?
- Does the club have active and engaged leaders?
- Is there a process for ensuring continuity in leadership?
- Do members attend district events and seminars?

Membership

Here's how you can assess membership for each of your clubs:

- Review the Club Growth and Member Viability and Growth reports in Rotary Club Central to understand membership trends and retention rates.
- Talk with club presidents about how their clubs handle online membership leads. Review the following reports in My Rotary to learn about the leads that have been assigned to clubs:
    - Active and Historical Membership Leads Report
    - Membership Leads Executive Summary

History of giving to The Rotary Foundation

Understand each club's giving history by:

- Reviewing their current Foundation giving goals, progress, and achievements in Rotary Club Central, looking at Annual Fund contributions, PolioPlus Fund contributions, and Major Donors
- Reviewing reports in Rotary Club Central, such as the Club Fundraising Analysis, Club Recognition Summary, and Monthly Contribution report
- Working with the district Rotary Foundation chair to increase giving in the district

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Financial management and stewardship of funds

The financial health of your clubs is extremely important. Here are some questions to ask club officers or the outgoing assistant governor to learn about how each club manages its finances:

- Does the club approve a budget for the upcoming Rotary year, appoint a treasurer, and keep separate bank accounts for administration and fundraising or project funds?
- Does the club achieve its fundraising goals?
- Does the club pay district and Rotary International dues on time?
- Does the treasurer update the board regularly on the club's finances?

Club assessments

One of your responsibilities is to encourage clubs to assess how they're doing. By examining their practices and traditions, clubs can learn what's working well and what they could improve. Help them get started by:

- Asking club leaders to take the Rotary Club Health Check
- Suggesting that club presidents get feedback through the Member Satisfaction Survey
- Promoting the Club Planning Assistant to help clubs address their particular challenges

You can find links to these in the Resources section on 'My Rotary'. Make sure clubs know that they can contact you if they have questions about how to use these assessments or what to do with the results