



Role title: Assistant Governor	Reports to: District Governor and Administratively to Country Chair and Regional Coordinator.
Direct reports: Club Presidents	Dotted reports: Club Past Presidents
Tenure in role: One year renewable two (2) times at the maximum.	Location: Nairobi
Resources: District leaders, Club leaders, Governor, Governor-Elect, Governor-Nominee, Regional Coordinators, other Assistant Governors, Executive Secretaries, Past District Governors, Presidents, Secretaries, Treasurers, Committee Chairs	Budget: Self-funding and/or District sponsored

Role purpose:

The Assistant Governor will assist the District Governor with the administration and oversight of the assigned Rotary Clubs. An Assistant Governor will have the most frequent contact with clubs, relaying information between the club, country, district, and Rotary International. The Assistant Governor will enthuse, motivate, encourage and inspire Rotarians in his/her administrative Area and act as a “friend and resource to the club leadership and club at large.

The main responsibilities of an Assistant Governor will include the following:

- Working with the assigned clubs to set and achieve the District goals.
- Establish a cooperative working relationship with club leadership.
- Regularly promote and champion Rotary activities and programmes to assigned clubs
- Coordinating the District Governor's club visits and ensuring they proceed smoothly.
- Ensure Club Presidents send monthly reports to the District Secretary by the submission deadline.
- Undertaking club ratings and comments in the Rate Clubs section of Rotary Club Central
- Coordinating clubs, ensuring they meet various reporting obligations, attend learning sessions and events, are paying dues and doing the work of Rotary.
- The Assistant Governor will connect clubs with other district leaders in the event of support required by clubs.
- Monitoring each club's performance and communicating the same to the Country Chair, Regional Coordinator and District Governor, on a regular basis.
- Work to resolve conflicts, disputes or concerns at the club level, failing which escalate to the Country Chair, Regional Coordinator or other relevant District officials, in a timely manner.
- Attend district events and activities on behalf of the District Governor, upon request.

Core competencies:

- Good knowledge of Rotary systems and procedures
- Leadership experience and competence
- Motivational and interpersonal skills with demonstrated personal motivation and enthusiasm
- Excellent listening and communication skills (oral/written)
- Coaching, influencing and mentoring skills
- Unquestioned adherence to the Four Way Test

Knowledge, Skills, Experience:

Assistant Governors should meet these minimum recommended qualifications:

- Must be a Past Club President with a track record of delivery and knowledge of the club leadership plan
- Experience as chair of a club committees



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- Active member in good standing of a club in the District
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Key performance indicators:

- Sign off on Annual Planning Guide by 15 July of the ensuing Rotary year and ensure that club goals are uploaded on Club Central.
 - Meet at least 80% achievement of district goals by the assigned clubs
 - Ensure that Club reports are submitted by clubs at least seven (7) days before District Governor's visit.
 - Ensure Presidents' reporting by the 5th of every month.
 - Escalating club conflicts or disputes to suitable District leaders within 48 hours of not being able to resolve them at club level.
 - To visit each club assigned to the Assistant Governor at least four times in the year.
 - Attend at least 2 board meetings of each club assigned.
 - Confirm that club officials have created profiles on My Rotary
 - Organise a joint fellowship or activity of clubs assigned to the Assistant Governor at least once a quarter.
 - Undertake mandatory Assistant Governor training on My Rotary by 15 June of the year before taking up role and furnish the training certificate to the District Trainer.
 - Attendance of District Governor visits and regional visits.
 - Attendance of monthly meetings with Country Chair, Regional Coordinator and other Assistant Governors.
 - Quality of support provided to clubs in line with RI policies, district policies and bylaws
 - Assist the Governor in ensuring timely completion by clubs of actions required by the district
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