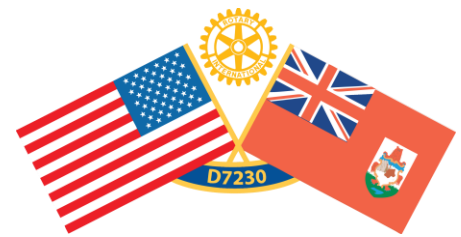




Rotary District 7230

Guidelines for District Governor's Visit



Official Visit:

Each year, the District Governor makes an official visit to each club in the district.

The purpose of the visit:

- To allow the District Governor to communicate directly with all Rotarians in our District.
- To listen to the Club Leadership and gain better understanding of their club. To provide helpful and friendly advice to club officers as requested and to answer questions about Rotary International and the District.
- To serve as a catalyst to help strengthen the programs of Rotary.
- To meet the requirements that Rotary International sets for serving in the office of District Governor, in part, by analyzing and reporting on Club performance.

Process:

Prior to the District Governor's visit, Assistant Governors (AGs) will contact the club President to review your club's Annual Planning Guide in preparation for the District Governor's visit.

Additionally, the Assistant Governor for your club will work with the club leadership to confirm the meeting arrangements.

- Reconfirm in advance of the District Governor's visit to clarify location, logistics, agenda, format for the visit and any special requirements, such as any audio, visual requirements.
- The District Governor and Assistant Governor should be guests of your club whenever making a visit. Often, the Governor's spouse may accompany the Governor on the official visit. If he/she is also a Rotarian, then you may wish to also extend the guest courtesy to him/her. If a member from the District Governor's club or a member of the District Leadership Team also accompanies the Governor, they should be charged your normal guest fee.
- Most importantly, if there is anything other than the normal club agenda, the President should directly communicate that information to the Governor and AG, to be sure it fits in with his/her other plans. (It would be appropriate to induct new members, present special recognitions, etc.)

Meeting Procedures:

The District Governor's visit and his/her presentation should be the primary program of the day. Other club activities i.e. announcements, happy bucks, birthday announcements, etc. should take place as usual.

- The Governor's presentation is the program for the club meeting, and it is not appropriate to schedule any other program that day. You should allocate a minimum of 20 minutes for the District Governor's presentation. There may be additional time for Q and A.
- The Governor should be seated with the Club Officers, preferably next to the President. If accompanying the Governor, his/her spouse may wish to be seated with the other Club members, not necessarily with the Governor.
- The President or the AG should introduce the Governor. If present, the Governor's spouse should be acknowledged. It is a good idea to circulate the Governor's bio (available on the District website) among your members. so, there is no need have the whole bio read as an introduction. A few pertinent lines by way of introduction should suffice.

- The Governor's visit is a very special occasion and an opportunity for potential members, and members of the family of Rotary to learn more about Rotary. You are encouraged to invite potential members, business and community leaders, etc. This is an opportunity to present Rotary to the community which could lead to membership development.
- Publicize the Governor's visit among your members and your community well in advance of the visit, using your regular communication channels – email, Website, Facebook, Instagram, etc.
- Encourage members to plan on arriving early for the meeting and for club leadership to stay late in order to meet with the District Governor.

Presentations of Paul Harris Fellowships, inductions of new members and other honors are especially appropriate during the District Governor's visit and the District Governor should be asked to participate in such events, but again, communicate this in advance to both the AG and the Governor.

The District Governor may wish to meet with the Club Board and Committee Chairs as part of his/her visit. If this will occur special arrangements will be made in advance by the Assistant Governor on behalf of the Governor. This meeting should be open to any member of the Club who wishes to attend. You are encouraged to be open and frank with the Governor, as he/she is there as a friend and advisor who can make things easier for you and your Club and alert you to opportunities available. Please allow up to one hour for this meeting before or after your regular meeting but be sure to communicate this clearly to the Assistant Governor and the District Governor.

Gifts:

Please no personal gifts. It is the Governor's wish that you use the funds for your club's projects, or a donation can be made to The Rotary Foundation in honor the Governor's visit.