



## **ROTARY DISTRICT 5870** **ASSISTANT GOVERNOR** **2023-24**

As Assistant Governor, you are the connection between your clubs and District. The relationships you build with club leaders makes Rotary stronger. Your primary role is to assist in President Elect goal setting / reporting, visit regularly, build relationships, and encourage participation in District events. The position will be considered a three-year term or at the discretion of the Governor.

### **Principal Responsibilities**

The Assistant Governor is principally charged with overseeing and mentoring Club Presidents / Club leadership in carrying out the District Governor's annual work program. Each AG will be assigned four to six clubs in which they will be responsible for carrying out the above-mentioned role.

#### **What you do**

1. Responsibilities to the District:
  - a. Help develop district goals.
  - b. Attend District training events, including the Assistant Governor Training at District Leadership Seminar, Pre-PETS, Lone Star PETS, and Club Leader Training at District Assembly).
  - c. Coordinate District Project (to be conducted at the Official DG Visit) with District Project Coordinator leading up to your assigned club visits.
  - d. Assist in scheduling DG visits and Coordinate District Grant project (to be conducted at the Official DG Visit) with District Project Coordinator leading up to your assigned club visits.
  - e. Develop relationships with President and Club Leadership to give specific recommendations and advice that addresses a club's specific needs.
  - f. Keep the DG and Chief of Staff up to date by communicating club strengths, weaknesses, progress and identify problems encountered that may need assistance or input.
  - g. Help identify and develop future leaders.
  - h. Attend District major events including the District Leadership Installation, Foundation Gala and Conference of Rotary Clubs (formerly the District Conference).
  - i. Lead by example: Donate to the Annual Fund before August 31, 2023
  - j. If your term as AG is coming to an end, brief the incoming assistant governor on the status of clubs.



## **ROTARY DISTRICT 5870**

### **ASSISTANT GOVERNOR**

### **2023-24**

#### Responsibilities to your Clubs:

- a. Help presidents-elect develop club goals using the RI Club Fundraising Analysis Report; enter goals into Rotary Club Central and offer assistance to help them achieve their goals.
- b. Deliver the 2023-24 President Theme to your clubs between June 15 - August 31.
- c. Assist club leaders in preparing for the Governor's official visit.
- d. Visit your clubs regularly. Meet with each President before or after your quarterly visit to get updates, discover areas where help is needed and to monitor the club's progress towards its goals. Face-to-face meetings are highly recommended.
- e. Attend regularly scheduled Collaborative President / AG / LG Zoom Meetings & Trainings facilitated by the District Governor or Lieutenant Governor.
- f. Work with each assigned club's leadership team throughout the year. Discovering their needs and concerns through discussions and active listening will allow you to provide specific information, resources, and advice to enable them to be successful.
- g. Promote the best practices recommended in *Be a Vibrant Club: Your Club Leadership Plan*. Help club leaders implement these practices.
- h. Attend club meetings, club assemblies, and other events when possible.
- i. Promote club attendance at the Foundation Gala, District Conference, and other district events.

#### How to prepare

1. Take courses for Assistant Governors in the [Learning Center](#)
2. Attend the District Leadership Seminar
3. Participate in Lone Star PETS (President Elect Training Seminar)

#### Tools

1. Track club goals and progress in [Rotary Club Central](#)
2. Courses in the [Learning Center](#)
3. RI [discussion groups](#)

#### Rotary support

1. District governor and other district leaders
2. RI staff support
  - **Nick Taylor**, Associate Officer, Club and District Support ([nick.taylor@rotary.org](mailto:nick.taylor@rotary.org))
  - **Emily Tucker**, Regional Membership Officer ([emily.tucker@rotary.org](mailto:emily.tucker@rotary.org))



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**ASSISTANT GOVERNOR**  
**2023-24**

- **Tabitha Sparks**, Annual Giving Officer ([tabitha.sparks@rotary.org](mailto:tabitha.sparks@rotary.org))
  - **Renee Reiling**, Regional Grants Officer ([renee.reiling@rotary.org](mailto:renee.reiling@rotary.org))
3. Regional coordinators
- **PDG Beverly Luedke**, Rotary Coordinator ([bluedke.rotary@icloud.com](mailto:bluedke.rotary@icloud.com))
  - **PDG Rich Kaye**, Regional Rotary Foundation Coordinator ([richkaye@hot.rr.com](mailto:richkaye@hot.rr.com))
  - **PDG Kyle Haugen**, Regional Public Image Coordinator ([ikylehaugen@gmail.com](mailto:ikylehaugen@gmail.com))
  - **PDG Bill Harvey**, Endowment/Major Gifts Advisor ([paulharrisrocks@gmail.com](mailto:paulharrisrocks@gmail.com))
  - **PDG Rhonda Walls Kerby**, End Polio Now Coordinator ([rwalls@sawpllc.com](mailto:rwalls@sawpllc.com))

**Leadership Training Events**

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| 1. <b>RMDTI - AG Training</b><br><b>Aug 5-6, 2022</b><br>Courtyard Marriott, Pflugerville                                                                      | 4. <b>Lone Star PETS</b><br><b>February 23-26, 2023</b><br>DFW Airport Hyatt Regency                     |
| 2. <b>District Leadership Seminar</b><br>(formerly AG Training)<br><b>December 3, 2022</b><br>Temple Chamber of Commerce<br>201 Santa Fe Way Suite 105, Temple | 5. <b>Club Leader Training</b><br>(formerly District Assembly)<br><b>April 1, 2023</b><br>Temple College |
| 3. <b>Pre-PETS</b><br><b>February 11, 2023</b><br>Texas A&M Central Texas<br>1001 Leadership Place, Killeen                                                    | 6. <b>RMDTI - AG Training</b><br><b>August 4 &amp; 5, 2024</b><br>Courtyard Marriott, Pflugerville       |

**Major Events**

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|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| 1. <b>District Installation Luncheon</b><br><b>June 24, 2023</b><br>Texas A&M University Central Texas | 3. <b>Conference of Rotary Clubs</b><br>(formerly District Conference)<br><b>May 3-5, 2024</b> |
| 2. <b>Rotary Foundation Gala</b><br><b>January 20, 2024</b><br>Sheraton Austin Georgetown              |                                                                                                |