



2025 - 2026 District Governor's Official Visit Memo

Dear Club President-Elect,

Once a year, the District Governor makes an official visit to each Club in the District. My official visits will be scheduled between July 14 and November 14 and would ideally include a separate meeting with your Board of directors / committee chairs.

It is essential for you to attend both meetings as this may be the only time I have together with you and your Board. Please take this into account when scheduling the Club visit with your Assistant Governor. My preference is to meet with you and your Board immediately prior to the regular Club meeting, unless it's a breakfast meeting in which case I'd prefer to meet afterwards. If you become unavailable to attend either meeting, please submit a request to re-schedule. Your Assistant Governor will work with you directly regarding the scheduling / coordination of these meetings.

Purpose of my visit:

- Recognize individual Rotarian contributions and outstanding Club projects.
- Listen to Club leadership in order to gain a better understanding of Club activities, issues and to discover how District 5870 can best support and assist your Club.
- Give the District Governor an opportunity to communicate directly with District Rotarians.
- To provide helpful advice to Club leaders as requested and answer any questions regarding Rotary International, The Rotary Foundation, and our District.
- Motivate Rotarians to participate in service activities
- Increase engagement in all facets of Club leadership by your chairs and Board members. Attendance will be taken for **Captain's Club** recognition!

District-wide Service Project

Another important purpose of my visit with your Board / chairs is to discuss **Service Texas Day**, a single day of service for Central Texas Rotarians, to be held on Saturday March 28, 2026. I sincerely hope you and your Club will participate in to not only engage your members but serve your community and help create broader awareness for your Club and Rotary. Who knows!?! Broader awareness just might lead to an increase in membership!

The Club Meeting:

My goal is to arrive 20-30 minutes ahead of the Club meeting or Board meeting, if the Board meeting is scheduled to precede the Club meeting).

- Your Assistant Governor will attend and handle my formal introduction to the Club.
- My presentation will take 25-30 minutes; please do not schedule another speaker that day. If you intend to present Paul Harris Fellowships, new member inductions or conduct other Club business, please do so prior to the start of my allotted 30 minutes.
- Please let your Assistant Governor know at least one week before my visit if you have any special requests such as inductions / award presentations you would like me to conduct.

The Board Meeting:

The meeting between the District Governor and leadership of your Club is vital for District leadership to understand how to better serve your Club.

- I prefer to meet with your Board of directors and committee chairs immediately before the meeting of your Club, with the exception of breakfast meetings.
- I would like this time together to be an open discussion where your leaders feel free to ask questions, voice concerns and give feedback for ways that the District can better support your Club.
- It will be important for each member to identify his or her role within the Club so that I have a better idea of where to direct questions.
- Please plan for the meeting to last 30-45 minutes and let your Club members know they are welcome to attend if they wish.
- During this meeting I will ask your Board for a summary of plans and objectives for the year. If possible, I would like to hear from Board members or committee chairs responsible for areas being discussed.
- Of particular interest is any scheduled fundraisers or service projects that I can put on my calendar with the hope of being able to attend.
- I will also share information regarding District training, events, and updates.

Gifts:

This is generally not a practice in our District and personal gifts are *discouraged*. If you would still like to present a gift, please consider using the money you would have spent to donate to the Polio Plus Fund in honor of my visit.

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