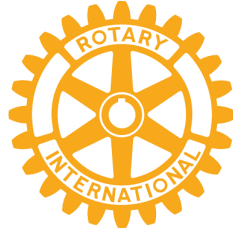


Rotary



Guidelines for the District Governor's Official Visit

Purpose of the Official Visit:

Once a year, the District Governor (DG) is required to make an official visit to each Club in the District. The purpose of the visit is to:

- Discuss the Rotary International President's priorities and highlight important initiatives for the year
- Discuss District 9520 priorities and goals
- Motivate Club members to participate in Club and District activities and service projects
- Recognise outstanding Club projects and the work of individual Rotarians
- Discuss important Club matters with Club leaders

Process:

- Prior to the DG's visit, the Assistant Governor (AG) should prepare the Club President and Board for the visit
- The AG should work with the Club to develop an agenda that takes advantage of the opportunity to share information – including:
 - Discussion of the Club's progress towards the goals it has set on My Rotary
 - Time for the Club Board to discuss committee plans, activities and accomplishments
 - Recognition of the Club's projects
 - A report from the DG on important RI issues and District goals
 - Time for questions and discussion
 - Allow 20-25 minutes for the DG's presentation and approximately 1 hour for the DG's meeting with the Club Board

Guidelines for the District Governor's Official Visit (2)

- During the official visit, the DG is a guest of the Club. It is not appropriate to charge the DG or the DG's partner for their meal
- Consider assigning a specific Club Officer to meet and accompany the DG before and after the meeting, and introduce the DG to as many people as possible
- The AG, if present, should formally introduce the DG before the Club presentation. If the AG is absent, the Club President should introduce the DG. The DG's bio is in the District Directory and on the District website
- To maximise the DG's time with the Club, there should be no other speakers and Club business should be kept to a minimum
- Presentation of Paul Harris Fellows or other honours and the induction of new members are particularly appropriate for such visits, and the DG should be invited to participate
- Encourage members to arrive early for the meeting and to stay late to meet the DG
- Consider inviting partners, Honorary members and potential members