## POSITION:

Assistant Governor

## TERM:

Three-year term recommended.

## REPORTS TO:

Chief of Staff / Executive Assistant Governor

## BUDGETARY RESPONSIBILITY:

None.

## PREREQUISITES:

* Be a member in good standing of a Rotary club in the Group they will serve as Assistant Governor.
* Prior service as a club president in District 5320;
* Have an email address, Internet access and computer capability;
* Be willing to devote the time and resources required to ensure that assigned duties are carried out to the highest possible level of success;
* This is an organization driven by the values of its people. Therefore, a successful District Leader must believe in the core values of Rotary International and The Rotary Foundation and be driven by their missions;
* Have proven experience working as a team lead or the desire to learn to work in a team mode;
* Have thorough knowledge of Rotary and its program;
* Have proven follow-through;
* Have ability to act as an advisor;
* Have completed or be participating in the District’s Rotary Leadership training;
* A Past District Governor may not serve as an AG.

## Selection:

Assistant Governors are selected by the District Governor Elect for an 18-month term, beginning in January.

An Assistant Governor’s term can be extended, on an annual basis, up to no more than 3 years. This extension is at the discretion of each succeeding District Governor-Elect.

An AG may be removed from responsibility if he/she so requests or if he/she is unable to perform the duties of the AG (for whatever reason) or at the discretion of the District Governor.

Assistant Governors are district appointees of the Governor. They are not officers of Rotary International.

## JOB SUMMARY:

Assistant Governors are representatives of the governor to assist the governor with the administrative work associated with club operations.

They shall be assigned clubs within predetermined groups of three to seven clubs in the district. These representatives are liaison individuals between those clubs and district administration.

The primary focus is to provide training, offer counsel and encourage innovation that will enable Club Presidents to establish and achieve the goals set by their members for their year as president while ensuring that each member of the club has a meaningful Rotary experience.

## PRIMARY JOB RESPONSIBILITIES:

The AG will work directly with club Presidents, while the Committee Chairs will work with the respective chairs in clubs.

An Assistant Governor will have responsibility for 2-4 clubs. They may or may not be assigned their home club, and may be moved among clubs for better administration.

### Support the Clubs and the Presidents:

* Visit each club regularly, at least quarterly, more often as problems develop
* Help the club president resolve club problems.
* Act as a management consultant
* Act as a friend to the club President and his/her team
* Schedule the District Governor visit, working with the Club President.
* Identify social, fundraising or other events at which the Club would like the DG or AG to attend.
* Promote district training events and other district activities
* Develop yearly club goals with the president-elect using the “Planning Guide for Effective Rotary Clubs” This is to be completed and shared with the incoming District Governor (DGE) before July 1.
* Develop the club goal report for the Rotary Foundation. Assist the president-elect and club board to complete this report and return it to the incoming District Governor (DGE) prior to May 1.
* Assure that each club is up-to-date on submitting their Semi-Annual Reports (SAR) to Rotary International—coordinating with District Secretary and Treasurer. (The Treasurer or Secretary may inform the AG)
* Assist the clubs in achieving a Presidential Citation.

### Assist the District Governor:

* Attend club meetings at least once per quarter. Briefly speak at meetings—informing clubs of changes in Rotary, upcoming events, or other matters which would be of import to Rotarians.
* Periodically attend club Board meeting.
* Attend club assemblies as invited.
* Prepare and submit a final Report of Club Visit to the Governor by May 1
* Schedule and attend the District Governor club and board visit
* Prepare the draft “club visitation report” for the District Governor—prior to his/her visit.
* Provide the District Governor with each club’s “Planning Guide for Effective Rotary Clubs” prior to the official visit.
* Keep the District Governor informed of successes or innovations in clubs, of important social or recognition events that he/she should attend.
* Encourage clubs to follow through with the governor’s requests and recommendations.
* Monitor club’s performance with respect to service projects.
* Keep the DG informed on a regular basis of problems in clubs, recommended solutions, and/or need for additional assistance.
* Advise the DG such as suggesting ways to enhance Rotary and address problems.
* Participate in goal setting with DGE.

### District Duties

* Attend PETS training, serving at the DGE’s direction.
* Attend other District Training.
* Attend Leadership Team Training.
* Attend Foundation Training including Grant Management Seminar
* Attend Membership Training
* Attend District Training Assembly and District Conference.
* Attend Monthly President’s Meetings
* Identify potential committee chairs, committee members, AG’s and persons for other leadership roles in the District.

### Membership

* Become familiar with membership recruitment and retention principles and techniques;
* Assist the District Governor and District Membership Chair to help clubs achieve their goals and objectives;
* Establish a relationship with club membership chairs;
* Encourage club Membership Chairs to participate in all district training;
* Analyze the membership recruitment and retention status in each of the supported clubs and determining how best to allocate resources;
* Monitor the membership recruitment and retention activities of the clubs that are doing well and proactively reaching out to those clubs who need assistance;
* Assist club Membership Chairs in accessing membership recruitment and retention resources available at the district and at Rotary International and promoting the use of available resources;
* Be responsive in a timely manner to requests for assistance from the clubs;
* Share membership success stories with clubs;
* Advise the District Governor and Membership Chair of any anomalies, both positive and negative;

### Foundation

* Advocate that each club has a Club Foundation Chair (CFC) who is listed as such among the club roles/officers on the club’s page in the District database, and develop a good working relationship with him/her.
* Outline the District’s Rotary Foundation key objectives for the year to the Club Foundation Chair as well as to club members.
* Serve as a year-round key link in district-to-club communications on TRF.
* Promote the idea of giving whereby all club members to contribute SOMETHING to the Annual Fund and identify the different ways to contribute.
* Work with the CFC to identify club members with the potential to become Major Donors, Bequest Society or Paul Harris Society Members,
* Encourage clubs to participate in the various TRF programs (i.e. Educational, Humanitarian Grants, Peace Fellows, etc.)
* Become knowledgeable about the clubs’ contribution histories using the Monthly Contribution Report (MCR), Club Recognition Summary (CRS), EREY Eligibility Report, and Club Fundraising Analysis.
* Work with the CFC to familiarize him/her with Foundation forms and reports. Ensure that the CFC can access the club’s giving record (Club Recognition Summary and EREY Eligibility Report) via the My Rotary portal on the Rotary International website. Review each club’s Club Recognition Summary and EREY Eligibility Report with the CFC and assist in making corrections, if necessary.
* Help provide speakers on TRF, utilizing District Foundation Committee and Subcommittee Chairs.

### Reporting

**Monthly**

* Membership Statistics

**Quarterly**

* The Foundation status of each club, to include club successes, problems, progress on attaining club Foundation goals, and awareness and understanding of The Rotary Foundation in a timely manner
* Membership, goals, activities and results
* Club projects status

**Semi-Annually**

* Semi-Annual Reports (SAR) status

**Annually**

* Effective Rotary Clubs” This is to be completed and shared with the incoming District Governor (DGE) before July 1
* Prepare and submit a final Report of Club Visit to the Governor by May 1