

DISTRICT 5130 ASSISTANT GOVERNOR

ROLE:

The Assistant Governor (AG) is the liaison between the Clubs and the District Governor (DG). The AG assists the Clubs with questions or issues about District or International plans, programs, or projects. The AG interfaces with the DG to keep them apprised of Club activities and issues needing District attention. The AG brings back to the Clubs the plans, projects, expectations and updates from the District. The AG assists with training Club Presidents

RESPONSIBILITIES:

- DG visits to Clubs:
 - a. Prepare Club Presidents for the meeting: what will be expected, room set-up, DG meal preferences; protocol;
 - b. Prepare DG for any issues with the Club; i.e. special projects of the Club or concerns of Club members.
 - c. Attend Club Board Meetings with the DG; take notes of Board meeting action items for follow-up;
 - d. Attend Club meetings:
 - 1) Confirm room is set up for DG's preference
 - 2) Confirm seating arrangement for DG
 - 3) Pass out pins and any other material for DG
 - 4) Introduce DG to the membership as the speaker
 - 5) Pick up any pins, etc. that are left after the meeting and return to DG
- Attend PETS:
 - a. In advance of PETS: Make arrangements and meet with the PE's to meet at a central location at PETS to make sure they have checked in and have all necessary materials. Confirm their understanding of what they need to bring to PETS, especially their Club Goals and Committee Chairs/Board Members;
 - b. Encourage PE's to attend social events, introduce them to others, get to know them;
 - c. Shepherd the PE's through the PETS Training sessions.
- Training of Club Presidents
 - a. Send out training materials and encourage attendance at District Training Assembly
 - b. Follow up with Presidents if there are issues that need to be addressed.
- Encourage Club Presidents to enter their goals and update on-line.
- Attend District Leadership Team and other District meetings and events.
- Answer questions from Clubs, bringing issues from Clubs to the DG.
- Attend Club meetings; recognition of Club activities, sharing Club activities with sister Clubs; sharing speaker suggestions.
- Follow up with Clubs to report for any awards they are eligible for.

- Other duties as requested by the District Governor

QUALIFICATIONS:

Must be an active member in good standing with your Rotary Club for at least 3 years.

Must have served as a Rotary Club President.

Must have solid knowledge of how to develop and manage an effective Rotary Club.

Must know how to locate and utilize District and RI resources for support Clubs.

It is also helpful to be a good communicator, and to have a friendly and helpful demeanor.

An understanding of the District Leadership Team, and the DG's plans and expectations is helpful.

TERM OF OFFICE:

2 years--at the discretion of the standing District Governor.