

ASSISTANT GOVERNOR JOB DESCRIPTION

Rotary
District 6690



As an assistant governor, your role on the district team is crucial. You're the connection between your clubs and the district, and you're the main support person for your clubs. The relationships you build with club leaders make Rotary stronger.

By working closely with your governor, you:

- Provide continuity in leadership
- Motivate incoming presidents
- Help clubs reach their potential

These are your official responsibilities.

RESPONSIBILITIES

Visit each club regularly to discuss club activities, resources, and opportunities.

- Develop relationships with club president line and other leaders.
- Use resources like “Preparation Timeline” in Learning Center in MyRotary.
- Attend a meeting of each of your clubs at least quarterly.
- Coordinate a meeting with the presidents-elect from assigned clubs and the governor-elect.
- Coordinate and introduce the governor for their official visit with assigned clubs.
- Set up a group communication with all of your club presidents to share general reminders, announcements, and information.
- Use resources like “Club Visit Planner” (Learning Center in MyRotary) to plan your visits to clubs.

Support clubs in setting and achieving goals, finding solutions to challenges, resolving conflicts, and meeting membership, financial, and other requirements.

- Be trained on using Rotary Club Central.
- Encourage presidents to do better than status quo.
- Make sure the president-elect enters goals.
- Share ideas with club leadership
 - Best practices – ideas that have worked elsewhere
- Stay with presidents to keep them accountable for their goals
- Make sure club president enters accomplishments for Presidential Citation

RESPONSIBILITIES

Serve as a liaison between clubs and district committees.

- Understand roles of committees.
- Develop relationship with committee chairs.
- Keep clubs informed about the governor's priorities and district initiatives, and motivate them to fulfill the governor's requests.
- Update the governor with news to include in the monthly newsletter to clubs, such as great projects, member recognition, or innovative ideas.
- Establish regular meetings and conference calls with your clubs.
- Encourage clubs to post club events in district calendar.
- Follow governor's timeline of events and deadlines
- Encourage clubs to submit articles for district newsletter

Assess assigned clubs' ability to thrive and mentor club leaders on strategies to help their clubs succeed.

- Review and discuss with club president line:
 - Membership history
 - History or contributing to The Rotary Foundation
 - Past public image campaigns
 - Service projects history
 - Sustainability – identification and depth of future leadership
- Help club leadership assess their clubs
 - Strengths and weaknesses
- Provide club health assessment to District leadership as requested (typically quarterly)
- Rate clubs in Rotary Club Central (include comments)

Encourage clubs' involvement in district activities and committees.

- Presidents-elect registered for PETS by mid-February
- Club goals entered by deadline set by district leadership.
- Support/encourage clubs to meet district deadlines.

Keep the governor informed on the progress your clubs make toward their goals.

- Meet with the governor to provide updates on clubs, discuss any problems, and share your experiences.

Stay up-to-date on Rotary initiatives.

- Attend AG Training programs/meetings (monthly).
- Attend President-Elect training programs (monthly).
- Attend Fall Training ("RO-Talks").
- Attend District Leadership Training (February).
- Attend Pre-PETS and All-Ohio PETS (March).
- Attend District Assembly (April-May).
- Attend District Conference (April-May).
- Attend Rotary International Convention (if possible) (June).

Share the status of clubs with assistant governor successor.

- Make recommendations to governor regarding potential assistant governors and other district leadership positions from assigned clubs.