

**ROTARY DISTRICT 7610**  
**ASSISTANT GOVERNOR (AG)**

Job Description

The Assistant Governor (AG), appointed by and working under the direct supervision of the District Governor, is a key player in helping the clubs achieve their goals and objectives. The AG has both a proactive and a reactive role. The AG is assisted by an Area Foundation Advisor (AFA), an Area Membership Coordinator (AMC), an Area Public Image Coordinator (APIC) and by the resources of the District Committees, Rotary International (RI) and The Rotary Foundation (TRF).

The duties of the AG include, but are not limited to, those duties as set forth in the District Leadership Plan ([www.rotary7610.org](http://www.rotary7610.org)) and the RI Manual of Procedure (MOP).

**WITH THE DISTRICT GOVERNOR**

- ❖ Meet with the District Governor at least quarterly to problem solve, share experiences, ask questions
- ❖ Provide input to the District Governor in goal setting for the district.
- ❖ Assist with the administration of assigned Rotary clubs in consultation with the corresponding District Chairs

**EDUCATE**

- ❖ Reach out to clubs that are not doing well in a particular area and provide or recommend relevant assistance.
- ❖ Promote attendance at district training events and the Rotary Leadership Institute (RLI)
- ❖ Work with clubs to implement the Club Leadership Plan, discussing the club's goals, and reviewing and assessing each club's progress in meeting the goals and objectives set for in their annual Planning Guide for Effective Rotary clubs.

- ❖ Meet with and help Presidents-elect as they review and implement the best practices recommended in *Be A Vibrant Club: Your Club Leadership Plan* and begin establishing goals.

### **MENTOR/SUPPORT**

- ❖ Develop a close working relationship with club leadership and build their trust and confidence in the District
- ❖ Make a timely and complete response to club requests (the reactive role)
- ❖ Visit each club quarterly (minimum)- provide the club with information about RI and district resources, monitor club progress toward goals and suggest adjustments to the strategies being used to achieve those goals.
- ❖ Monitor and interact with each club at least quarterly to discuss club business, available resources and effective financial management of all club funds.
- ❖ Suggest practical solutions to problems that challenge the club.
- ❖ Serve as a resource and guide to club strategic planning.
- ❖ Assist club leaders in scheduling and planning for the District Governor official visit. ATTEND THE MEETING with the full AG Team.
- ❖ Identify and promote the development of future district leaders.

### **SUPERVISE**

- ❖ Provide oversight and direction to the Area Foundation Advisor, Area Membership Coordinator, and Area Public Image Coordinator to ensure that they are performing their duties and consulting with the corresponding District Chair as well as assessing and reporting the performance to the District Governor and also to the District Foundation Chair in the case of the Area Foundation Advisor .

### **ASSESS AND REPORT**

- ❖ Make a continuous assessment of the five areas of an effective Rotary club:
  - Membership growth
  - Public Image
  - Leadership development
  - Support of the Rotary Foundation
  - Service projects
- ❖ Advise the District Governor and appropriate district committee chairs when a club is doing particularly well in any of the five areas and recommend recognition when appropriate
- ❖ Advise the District Governor and appropriate district committee chairs when a club is not doing well in any of the five areas and district intervention is appropriate
- ❖ Attend district meetings and training seminars, including as a minimum AG/District Team Training Seminar\*, Pre-PETS, President-elect Training Seminar (PETS)\*, District Foundation Seminar and Club Leadership Training Seminar (CLTS)\*
- ❖ Complete the required Memo of Club Visit and provide to the District Governor for his/her records.

\*N.B. – Attendance at those meetings and training seminars annotated with an asterisk are required by the RI Manual of Procedure to hold and maintain the position of AG.

## RESOURCES

Assistant Governor’s Training Manual (224N) [www.rotary.org](http://www.rotary.org)

District 7610 Leadership Plan [www.rotary7610.org](http://www.rotary7610.org)

RI Manual of Procedure (RIMOP) [www.rotary.org](http://www.rotary.org)

I accept the responsibilities of Assistant Governor as outlined above for the 2016-17 Rotary Year.

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