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# **Assistant Governor Expectations**

* Visit your clubs in person at least once per quarter
* Ideally, before the District Governor visit, please try to attend at least one board meeting. This will give you a lot of insight into the operation of the club.
* Arrange with your clubs that the District Governor would like to meet prior (or the night before with early morning clubs) to the club meeting with the leadership of the club.
* In the months that you do not have a planned visit, draft a short e-mail that addresses the “touch points” for that month.
* Get to know if they use social media so that the District Governor can follow them.
* Encourage them to get their goals in Rotary Club Central (My Rotary).
* Find out if they have any significant anniversaries coming up in the next year and let the DG know.
* When you visit a club, always be prepared to be the program.
* Maintain good communication with the District Governor and your Assistant Governor Coordinator, especially if there are issues that need to be addressed or successes that need to be celebrated.
* If you can’t make the monthly District Leadership meeting, please send a club report to your Assistant Governor Coordinator in advance of the meeting.

## **February 2023**

* **Monthly Theme – Peacebuilding & Conflict Prevention Month**
* Key Dates and Events:
  + **February 15** – Virtual District Budget Training for AGs with Finance Chair Bob Headlee
  + **February 18** – MAPETS Facilitator Training in Springdale, AR
  + **February 23** - Rotary’s Anniversary
* “Touch Points” – include:
* Remind Clubs that their PE is required to attend PETS. Encourage their PN to attend as well!
  + - RIPE Gordon McInally is the Saturday lunch speaker at MAPETS, and there will be door prizes if in attendance at that meeting.
  + Make it known to the District Administrator if your clubs’ PEs and PNs will attend MAPETS.
  + Remind your clubs that the 2023-2024 District Budget was p-mailed out and they should share the budget with their club members before MAPETS.
  + Encourage your clubs to recruit RYLA camp participants.
  + Encourage your clubs’ membership to serve as a chaperone at RYLA camp. They will never regret it!

## **March 2023**

* **Monthly Theme – Water, Sanitation, & Hygiene Month**
* Key Dates and Events:
  + **March 6** – Deadline for RYLA Applications
  + **March 9-13** – District 6110 Wheelchair Mission to La Paz, Mexico
  + **March 16**-**19** - RYLA
  + **March 13-19** – World Rotaract Week
  + **March 22** – World Water Day
  + **March 23-25 –** MAPETS in Springdale, AR
  + **March 31 –** Preregistration discount ends for the 2023 Rotary Convention
  + **March 31 –** End of Membership Charity Contest
* “Touch Points” – include:
  + Encourage members to sign up for the Grant Management Seminar
  + Ask the PE to consider holding a retreat with new board members to begin review of the Rotary Citation requirements.

## **April 2023**

* **Monthly Theme – Environment Month**
* Key Dates and Events:
  + **April 4** – Virtual Grant Management Seminar #1
  + **April 22** - Earth Day
  + **April 30** – Rotary International convention registrations and cancellations due
* “Touch Points” – include:
  + Contact your clubs to get on their email or mailing list. This is a great way to stay up to date on your club’s events.
  + Encourage your Presidents to consider getting involved at the district level – talk about some committees they may be interested in.
  + If your club is assigned to someone else next year, set up a meeting to introduce your replacement Assistant Governor.

# **May 2023**

* **Monthly Theme – Youth Services Month**
* Key Dates and Events:
  + TBD – Open session on DACdb questions for Assistant Governors
  + **May 27-31 in Melbourne, Australia**
* “Touch Points” – include:
  + Only one month to complete their Presidential Citation!
  + Encourage your Presidents to have a joint meeting with the current and incoming Board before the end of their term.
  + Contact your PE to ensure that they are well on their way to having their year planned.

# **June 2023**

* **Monthly Theme - Rotary Fellowship Month**
* Key Dates and Events:
  + TBD – Session for incoming Club Secretaries on DACdb
  + **June 24** – District Governor Installation
  + **June 30** - Log in to My Rotary and file your AG Rating.
  + **June 30** – Rotary Citation for Rotary Clubs Award nominations are due
  + **June 30** – End of the Rotary Year
* “Touch Points” – include:
  + If you are continuing as an AG, you are already well into next year. If not, thank you for your service and consider staying involved with the district. We need you and your experience.
  + Verify the District Governor Club Visit date.

# **July 2023**

* **Monthly Theme – Maternal & Child Health Month**
* Key Dates and Events:
  + **July 1** – Start of 2023-2024 Rotary Year and DG Club Visits!
  + **July 7** – All AG Expenses for 2022-2023 due to District Administrator.
* “Touch Points” – include:
  + Contact your clubs to get their calendar of events (for example annual fundraisers, social events, service projects, etc.). Please let the DG know so she can get on her calendar to attend as time permits.
  + Encourage clubs to have a program that highlights Club Membership in August.
  + Begin talking up the District Training Assembly on Zoom on August 26
  + Start recruiting District Leadership Academy candidates.
  + Promote District and Global Grant Applications.

# **August 2023**

* **Monthly Theme – Membership & Extension Month**
* Key Dates and Events:
  + **August 26 – Virtual District Training Assembly**
* “Touch Points” – include:
* Encourage Rotary giving Every Rotarian Every Year (EREY).
* Encourage clubs to have a 4-Way Test Speech Contest. The District Contest will be at District Conference in May 2024.

# **September 2023**

* **Monthly Theme – Basic Education & Literacy Month**
* Key Dates and Events:
  + **September 2** – Nominations for District Governor Nominee Designate open
  + **September 15** – Deadline to enroll in the District Leadership Academy
  + **Sept 21-24** – Rotary Zone 30-31 Conference in Memphis, TN
  + **September 21-22** – Rotary Zone 30-31 Emerging Leaders Conference in Memphis, TN
  + **September TBD** – Virtual Grant Management Seminar #2
* “Touch Points” – include:
* Promote the Dictionary Project to your clubs.
* Encourage the club to host an event or show a video about Polio in October to recognize World Polio Day (October 24).

# **October 2023**

* **Monthly Theme – Economic & Community Development Month**
* Key Dates and Events:
  + **October 24** – World Polio Day!
* “Touch Points” – include:
* Remind clubs that November 30 is the District Grant deadline.
  + Encourage clubs to have a program that highlights The Rotary Foundation in November.

## **November 2023**

* **Monthly Theme - Rotary Foundation Month**
* Key Dates and Events:
  + **November 2** – Deadline to apply for DGND (District Governor 2026-2027)
  + **November 15** – IRS Deadline for clubs to file their taxes
  + **November 30** – Deadline to turn in District Grant Applications (completed for 2022-2023 and new for 2023-2024)
* “Touch Points” – include:
* Remind the club to schedule the election of new officers. Encourage them to select both a President-Elect and a President Nominee.
* Club Christmas parties are a great way to build relationships! Contact your clubs to find out when they are having theirs and try to attend.
  + Encourage your clubs to start thinking about attending the 2024 Rotary International Convention in Singapore
* If a club does not have a program, you might suggest that the club download RI Foundation and other RI videos to show. Ed Hardesty provides an excellent Foundation program.

## **December 2023**

* **Monthly Theme – Disease Prevention & Treatment Month**
* Key Dates and Events:
* **December 2** – Interviews for District Governor Nominee Designate, Springdale, AR
* **December 15** – Last day for early registration discount for 2024 Rotary convention
* **December 31** – Deadline for New officers’ names. They should be entered into DACdb and My Rotary.
* “Touch Points” – include:
  + If you have not already done so, visit with your President and discuss their progress on:
    - New officers
    - Rotary Club Central Goals
    - Presidential Citation
    - Club RI Giving
    - Membership
  + Log in to My Rotary and file your AG Rating.

## **January 2024**

* **Monthly Theme – Vocational Service Month**
* Key Dates and Events:
  + **TBD** - South Central Rotary Youth Exchange (SCRYE) Conference in Tulsa (usually the last weekend in January).
  + **January 7-11** – Rotary International Assembly in Orlando, FL
* “Touch Points” – include:
* Remind your Presidents to complete their Rotary Citation Requirements
  + Make it known to the District Administrator if your PE and PN will participate at MAPETS
  + Encourage your clubs to start thinking about attending the 2025 Rotary International Convention in Calgary

**Note: January is a good month to turn in your expense reports and remind club Presidents to update their goals and progress in Rotary Club Central.**

## **May 2024**

* Key Dates and Events:
  + **May 3** – District Golf Tournament at Top Golf in Rogers, AR
  + **May 3** – District Foundation Banquet in Arkansas
  + **May 4 -**  District Conference in Arkansas
  + **May 4** – 4-Way Test Speech Contest
  + **May 26-29** – Rotary International Conference in Singapore

**Note: As Events are added for the 2023-2024 Rotary Year, they will be published in the DACdb calendar. AGs should be checking that regularly for updates!**