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**Expectations of the official District Governor Club Visits**

Part of the rich history of Rotary is the annual official District Governor visit to each club. This tradition is repeated every year in each of the Rotary clubs worldwide. The District Governor is elected to a one-year term of office by representatives of the district. Clubs should look forward to this visit, as it is a special day.

The main priority for the District Governor is to serve the clubs in our district. This visit will allow the Governor to explain that to clubs and thank them for all they do for our district. They are there to celebrate the day with the club. The suggestions below should assist you and the clubs in preparing and executing the official District Governor visit to help make the day a motivational experience for everyone.

**Suggestion 1** – The Assistant Governor should visit the club leadership prior to the official visit to help prepare. Make sure the club presidents are aware of the DG visit and that it is on their calendar. Also remember that the District Governor visit is a District 6110 and Rotary International requirement, and the club needs to understand that they should have no other programs that day. Ask the club President if they have any special awards or presentations that the District Governor could participate in.

**Suggestion 2** – Make sure the club understands that the District Governor will meet with club leadership approximately one hour prior to the regular meeting (if regular club meeting is at noon or in the evening), or the night before if possible (if the regular club meeting is early morning). This meeting may include the Board, a group of club leaders, or any member or guest. If the club president has the Board in attendance, let them know that this is not a regular Board meeting. This is the opportunity for the District Governor to learn about each club, its history, and current activities. Inform the club that this is their opportunity to “brag” about all the things they do in their community. The District Governor will want to hear reports about the different activities of the club. They will also want to have time to ask questions and provide input about ideas that they have heard from other Rotarians. When you are visiting with your club Presidents about this visit, it would be a great time to have them enter or review their goals in Rotary Club Central. The District Governor will be interested in learning about the goals so the club should be prepared to share.

**Suggestion 3** – Make sure the President has a place for the District Governor, Assistant Governor, and any other District representative to sit during the regular club meeting. A head table is optional but certainly not necessary if that’s not the club’s usual set up. If there is no head table, the club President should be seated at the same table with the District Leadership. The District Governor will give you notice if they are bringing a guest (partner, driver, etc.).

**Suggestion 4** – You should have a brief introduction for yourself so the local President can introduce you, then you will introduce the District Governor for their presentation. You have an official bio as well as additional information about the District Governor to make this both official and interesting. Please ask the Rotarians to stand and give a warm welcome to the District Governor at the conclusion of the introduction. Make sure the club allows 20-25 minutes for the District Governor’s presentation during the regular meeting.

**Suggestion 5** – The District Governors looks forward to participating in any activity/project or special anniversary that the clubs are having either the day of the official visit or a day close to the visit. The District Governor would also enjoy a tour of the community, focusing on local Rotary projects that have made an impact. Please let the club know about this and make sure the District Governor knows in advance about service projects, additional activities, and/or fellowship opportunities that they could participate in with the local club.

**Suggestion 6 – HAVE FUN!**