

# District Governor Visit Protocol

The District Governor, while serving as District Governor-Elect, attends a week-long training seminar and has the opportunity to receive information from the RI President-Elect. Values, vision, and programs are reviewed at this time. After taking office, the District Governor then makes an official visit to each club in the district between July 1st and December 31<sup>st</sup>, either in-person or for a virtual meeting to share that message. The purpose of the visit:

- To reinforce the connection between the Club, the District and RI.
- To get acquainted with the Club; particularly its service activities in the local community and internationally.
- To motivate and inspire Club leaders and members to participate in RI programs and to provide service to their communities and to the world.
- To provide support to contribute to the success of the Club in all avenues of service.
- To recognize and promote outstanding contributions by individual Rotarians.
- To provide helpful and friendly advice to club officers as requested and to answer questions about Rotary International and the District.
- To serve as a catalyst to help strengthen the programs of Rotary.
- To meet the requirements that Rotary International sets for serving in the office of District Governor.

## **In Preparation**

The Assistant Governor and Club President should send the following information to the District Governor at least 14 days prior to the visit.

- Identify the signature club project(s) with a brief description

- Fund raising project(s) identified for the year. List with date(s)
- Name of club members who have held district position(s) with dates
- Will the Governor be inducting a new member(s) or TRF recognition?
- Directions on audio/visual requirements, format, or restrictions

## **The Role of the Assistant Governor**

Your Assistant Governor (AG) is an experienced Rotarian and past club president. AG's are assigned a number of clubs in a local geographic area to act as the representative of the District Governor. They are there to support you and your club. They are expected to hold periodic meetings with club leaders and to make regular visits to each of their assigned clubs. They will be able to answer many of your questions, guide you to sources of additional information, or put you in contact with other District leaders. The assistant governors also act as representatives of their assigned clubs to the District.

During their official visits they are guests of your club, and should be offered a few minutes on the program to make announcements or presentations.

The AG will work with the DG in making arrangements for the meetings and will accompany the DG to all meetings. The Assistant Governor should notify the Governor 14 days prior to the official visit to confirm:

**In-Person:** Include the address and time. If the club meeting is in-person the clubs must adhere to Federal, State and Local guidelines.

**Virtual:** Include Login information with club name, date and time in the subject line. Also include the email address of the host to share files and presentation or allow screen sharing.

## **Leadership Meeting**

The District Governor will wish to meet with the Club Board and Committee Chairs before the Club meeting. This meeting usually takes place the morning of, or evening before the Club Meeting. The meeting is open to any member of the Club who wishes to attend. While this meeting will focus on Membership, Public Image, and Foundation, Committee chairs should be prepared to discuss the goals for their respective areas of responsibility. Please hold Club business for your

regular Board meeting. At this meeting, the officers of the Club may raise questions or issues which they want to discuss with the DG. If time and schedule permit, the DG would like to visit Rotary community projects in the area before the Club Meeting.

## **Meeting Protocol**

- Contact the District Governor and AG well ahead of time to confirm times and places to avoid confusion.
- Provide the Governor with information regarding significant awards, presentations & inductions or other special events 7 days prior to the governors visit.
- Advise the Governor if there are any customs or traditions unique to your club.
- The Club President should introduce the Assistant Governor and the Assistant Governor should then introduce the Governor.
- The Governor may ask for audio visual equipment to use during the visit.
- Anticipate the Governor's spouse or a guest to be in attendance. The District Governor and spouse are guests of your club for the Rotary meeting.
- The Governor's presentation is the program for the club meeting and it is not appropriate to schedule any other program that day. You should allow the DG a minimum of 30 minutes for the presentation.
- The Governor's visit is a very special occasion and an opportunity for potential members, and members of the family of Rotary to learn more about Rotary. You are encouraged to invite spouses or other business and community leaders.
- In honor of the office of DG it is appropriate to have the members stand when the DG begins the presentation and again when the presentation is ended.

Most importantly, communicate any special plans you have to the Governor and AG so as to be sure it fits in with his/her other plans. Presentations of Paul Harris Fellows, inductions of new members and other honors are especially appropriate during the District Governor's visit and the District Governor should be asked to participate in such events.

Please make every effort to have all active club members attend this meeting. Where possible, the DG would like to meet young people who are guests or members of Rotaract and Interact Clubs.

### **Gifts for the District Governor or Partner**

The District Governor does not desire to be presented with gifts for their visit. It is the Governor's wish that you use the funds for your club's projects, or a donation can be made to The Rotary Foundation for Polio+ to honor the Governor's visit.

### **Accommodations for the District Governor**

The District Governor will be making their own arrangements for accommodations.

### **Special Events**

If you wish to invite the District Governor and spouse to special events such as Club Anniversaries, club fund raising events, or changeover meetings, please consider them as your guests. The District Governor and spouse enjoy sharing in club activities. Please let your AG know as far in advance as possible so that the DG visit schedule can be checked to determine if time permits.