

# OFFICIAL ROTARY DISTRICT 6960 DISTRICT GOVERNOR VISIT PROTOCOL 2023-24

## PURPOSE OF THE OFFICIAL VISIT:

The District Governor is required to make an official visit to each Club in the District. The purpose of the visit is:

- To learn about the club and its goals, service projects, communities, and needs. It is an opportunity for the DG to hear directly from club members about how the district can better support the club.
- To motivate Rotarians to participate in club and District activities and service projects.
- To ensure that the constitution and bylaws of the clubs comply with the constitutional documents.
- To recognize outstanding club projects and the work of individual Rotarians.
- To discuss important club matters with club leaders.
- To educate the club on Rotary's priorities including the Strategic Plan and to give a presentation about the current RI President's Theme and priorities as well as ongoing district events, opportunities, and priorities.

## PROCESS:

Prior to DG's visit, the AG should prepare the Club President for the visit and discuss the visit protocol.

- At least one (1) week prior to the scheduled visit, the AG should confirm in writing with the Club President, the date, time, and location of the meeting. We request that the AG kindly convey the confirmation via email to both the DG ([acrotary@alfredcurrent.com](mailto:acrotary@alfredcurrent.com)) & the DG Chief of Team ([tracihamillrotary@gmail.com](mailto:tracihamillrotary@gmail.com)) no later than one (1) week prior to the scheduled visit
- The AG should let the DG know of any issues. For example, if there are customs and traditions unique to the club that should be observed during the visit, please inform the DG.
- The DG will be a guest of the Club when making the visit.
  - Communicate any special plans, inductions, recognition ceremonies you have for the DG.
  - The DG may be accompanied by the DGE, and/or DGN, and/or Aide & Chief of Team.
  - Make them welcome in your club (their bios will not be included)
  - AG will introduce the DG
  - Personal gifts are discouraged. Instead, it is the Governor's wish that the Club use Club Funds toward one of their projects, or contribute to PolioPlus, The Rotary Foundation on behalf of the Governor's visit.
- The DG is the only program for the day and 25-30 minutes should be set aside for this presentation. No other business should be conducted during the official visit.
- DG will be using PowerPoint slides for his presentation! He will be bringing his own laptop and projector, and screen.
- The DG would like to meet with the entire Board of each club for 30 minutes, this can be before or prior to the meeting. Whatever the club president preference is. Suggested for early morning meetings to be after the meeting.

The AG should work with the club to develop an agenda and inform the DG if the club board would like to take advantage of this opportunity. The agenda might include:

- Discussion of progress toward goals
- Succession planning
- Committee updates and reports on service activities and accomplishments
- Questions and open discussion

To get maximum participation from club members for the visit, encourage club leaders to promote the visit by:

- Announcing it at weekly meetings leading up to the visit
- Publish it in club newsletter/website