

**District 7620**

**Applications/Interviews for District Governor Nominee - Designate**

**To: Candidates submitting applications for an interview for District Governor Nominee - Designate (DGN-D), for District Governor for 2022-2023.**

**From: Rich Glover, Immediate Past District Governor (iPDG), District Rotary Foundation Chair (DRFC), and District Governor Selection Chair (GSC).**

**18.19.dg7620@glovercrew.net** **Cell: (301) 980-4976.**

**Date: October 02, 2019**

**Re: Submission guidelines and interview process**

Thank you for considering this valuable service to Rotary International District 7620!

**Please review the attachments:**

* Cover Letter – DGN-Designate Application Guidelines,
* District Governor Nominee Application Form,
* Bylaws Article V – Governor Selection Process for Governor Nominee Designate,
* DG Background Check Authorization Form,
* DG Candidate Self Evaluation Form

**Complete DGN-D Application shall include:**

* Cover letter of intent,
* Current resume,
* Signed Background Check Authorization,
* Completed Candidate Self- Evaluation,
* Completed and signed Governor-Nominee Data Form and signed by the applicant’s Club Secretary. (Note: after a DGN-D is chosen, the District Governor (DG) will sign the last section of this form and send it to Rotary International).

**Deadline for receipt of completed application and attachments listed above.**

* Be mailed to: District Executive Secretary Sonia Liu, 11800 Old Georgetown Road Suite 1304,

North Bethesda, MD 20852.

* Have a postmark no later than **5:00pm, Friday, November 08, 2019. No exceptions.**

**Notification of Interview Date and Time**:

* Each qualifying applicant will receive a phone call or email from GSC with notification of an interview time between 6:00pm - 9:00pm no later than on **Wednesday, November 13, 2019**.

**Location of interviews:**

* **To be announced in the near future.**

**Date of Interviews**:

* ONLY, Monday, November 18, 2019

**Arrival Time:**

* Each applicant is encouraged to arrive 30 minutes prior to pre-scheduled time of interview.

**Start Time:**

* The interview team will begin interviews promptly at 6:00pm.

**Duration:**

* Interview times for each applicant may range from 30 to 60 minutes, depending on responses to questions. Applicants are asked to answer questions fully and briefly.

**Guidelines**:

* Selection Committee:
	+ The Chair (GSC) of the Nominating Committee will review all procedures with each candidate immediately after the filing deadline.
	+ Selection Committee Interview team members will represent the 5 Areas of District 7620 and consist of five (5) Past Presidents, the current District Governor (DG) and the Immediate Past Governor (iPDG). In addition, the DG shall select five (5) alternate committee members to serve in the absence of a member of the committee.
	+ A Selection Committee Member cannot belong to the club of a candidate presenting himself or herself for District Governor. When this situation occurs (at the closing of the application process), an alternate will be designated to replace the individual belonging to the same club as the candidate.
	+ The resume, Governor Nominee Data Form, Candidate Self Evaluation of each candidate will be made available to the committee members just prior to the interview date/time.
	+ A set of interview questions will be provided to committee members just prior to the interview date/time. The Selection committee will decide which questions they want to ask, which ones to delete, or which additional questions to ask. The same questions will be asked of each candidate. Follow-up questions may be asked of individual candidates for the purpose of clarification.
	+ There will be no discussion of candidates until all candidates have been interviewed. At the conclusion of interviews, the GSC shall allow for discussion of candidates and all members of the Committee will be encouraged to participate.
	+ Immediately after the DGN-D is selected, the GSC shall announce the decision of the committee to the candidates. The GSC will notify the DG of the candidate selected within 24 hours of the adjournment of the nominating committee.
	+ All documents and notes related to the work of the committee will be turned over to the GSC who will dispose of them after they are no longer needed.
* Candidates:
	+ **In-person interviews only (no teleconferences, Skype or similar on-line media). In the event a candidate cannot appear for the in-person interview, they will be offered the opportunity to reapply next year. No Exceptions.**
	+ The candidates shall submit 3 copies of their application and aforementioned attachments.
	+ The Rotarian candidate shall have been a Club President for one full term, member of one or more Rotary clubs for at least five years in order that when the DGN-D assumes the office of DG he/she has been a Rotarian for at least seven years.
	+ A candidate shall be suggested for nomination by their own Club. The suggestions shall be submitted in the form of a resolution adopted at a regular meeting of the club naming the suggested candidate. The resolution shall be certified by the club secretary. A club may suggest only one of its members as a candidate.
	+ The Rotarian must be a member in good standing of a functioning club in the district.
	+ Any Rotarian who engages in campaigning or canvassing for the office may be subject to disqualification.
	+ The Rotarian must have full qualifications for such membership in the strict application of the provisions therefore, and the integrity of the Rotarian’s classification must be without question.
	+ The Rotarian must demonstrate willingness, commitment, and ability physically and otherwise, to fulfill the duties and responsibilities of the office of District Governor,
	+ The Rotarian must demonstrate knowledge of the qualifications, duties, and responsibilities of governor as prescribed in the RI Bylaws; and
	+ The applications submitted by the candidates for District Governor will be copied and sent out to the members of the Nominating Committee prior to the meeting to select the nominee. All such materials will be deemed to be confidential and only for the use of the Committee.

Do not hesitate to consult with GSC iPDG Rich Glover for any clarifications on the above information.

Sincerely & YIRS,

**Rich**

Richard B. Glover