

**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 2023-2024.**

**From: Barton Goldenberg, Immediate Past District Governor (iPDG) and District Governor Selection Chair (GSC)**

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**Date: October 9, 2020**

**Re: Submission guidelines and interview process**

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

**Please review the attachments:**

* Article V – Governor Selection Process for Governor Nominee Designate.
* District Governor-Nominee Responsibilities contained in the District Governor-Nominee Workbook.

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

* Cover letter of intent explaining why you would like to be the 2023-2024 District Governor.
* Your current resume (to include your current and past employment positions as well as your current and past Rotary positions).
* Signed Background Check Authorization.
* Completed Candidate Self- Evaluation.
* Completed and signed Governor-Nominee Data Form and signed by the applicant’s Rotary 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.**

* Email your completed application to D7620 Executive Secretary Sonia Liu: [sonia@rotary7620.org](mailto:sonia@rotary7620.org)
* Your completed application must be email ‘time-stamped’ no later than **5:00pm, Friday, November 6, 2020; no exceptions.**

**Notification of Interview Date and Time**:

* Each qualifying applicant will receive a phone call or email from the GSC Chair not later than on **Tuesday, November 10, 2020** with notification of an interview time.
* The interviews will take place on **Thursday, November 19, 2020**, starting at 6 pm.

**Location of Interviews:**

* Online via a Go-To-Meeting (GTM) event; each applicant will receive a GTM invite for their specific interview session.

**Date of Interviews**:

* Only on Thursday, November 19, 2020.

**Start Time:**

* The interview team intends to begin interviews promptly at 6:00 pm on Thursday, November 19, 2020.

**Duration:**

* Interview times for each applicant will last up to 60 minutes, depending on responses to questions. Applicants will be asked questions from all members of the GSC. Applicants will be asked to answer questions fully and briefly.

**Arrival Time:**

* Each applicant is encouraged to arrive 15 minutes prior to pre-scheduled time for their online interview.

**Guidelines**:

* Selection Committee:
  + The Chair of the Governor Selection Committee (GSC) will facilitate the District Governor selection process including reviewing all procedures with each candidate immediately after the filing deadline.
  + There are 6 voting members on the GSC: five GSC interview team members and a Past District Governor. There are also five alternate team members to serve in the absence of one of the five GSC interview team members.
  + A GSC interview team member cannot belong to the Rotary club of a candidate presenting himself or herself for District Governor. When this situation occurs – the be determined at the closing of the application process – the alternate team member will be designated to replace the GSC interview team member 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 GSC interview team members just prior to the candidate’s interview date/time.
  + A set of interview questions will be provided to GSC interview team members just prior to the interview date/time. GSC interview team members 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 in the GSC of candidates until all candidates have been interviewed. At the conclusion of interviews, the GSC will allow for discussion of candidates and all GSC members will be encouraged to participate.
  + Immediately after the DGN-D is selected, the GSC Chair shall announce the decision of the committee to the candidates. The GSC Chair 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 Chair who will dispose of them after they are no longer needed.
* Candidates:
  + The candidates shall submit their application via email with 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.
  + The DGN-D’s club must support the candidate’s application in the form of a resolution adopted at a regular club meeting. The resolution shall be certified by the club secretary. A club may suggest only one of its members as a candidate.
  + The DGN-D must be a member in good standing of a functioning club in the district.
  + Any Rotarian who engages in campaigning or canvassing for the DGN-D office may be subject to disqualification.
  + The Rotarian must have full qualifications for the position and the integrity of the Rotarian’s classification must be without question.
  + The DGN-D must demonstrate willingness, commitment, and ability physically and otherwise, to fulfill the duties and responsibilities of the office of District Governor.
  + The DGN-D must demonstrate knowledge of the qualifications, duties, and responsibilities of governor as prescribed in the RI Bylaws.
  + The applications submitted by the candidates for District Governor will be emailed to the members of the GSC 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 me for any clarifications on the above information.

Best,

**Barton**

Barton Goldenberg