

District 7150
Job Description

Title: Assistant Governor

District: 7150

Reports to: District Governor

General Overview

Responsible for assisting the district governor in the execution of tasks and duties; for acting as a liaison between clubs and the district governor; for interacting with other assistant governors, committee members, and other district leaders; and for helping to promote Rotary International and Rotary Foundation activities and programs within the district. This position is to be performed in accordance with the District Leadership Plan of District 7150 and adapts suggestions made by the RI Board in Guidelines for the District Leadership Plan (245).

Working Relationships

All Rotarians in the assigned geographic area; all district leaders.

Specific Duties

Club Administration

- **Meets with and assists** the incoming club presidents in his/her assigned area before the beginning of the Rotary year to discuss club goals and to review the Summary of club plans, objectives and budgets.
- **Reports** to the district governor immediately after each club visit.
- **Assist** the governor in planning and scheduling of his/her official visits to the area clubs.
- **Monitors**
 - club budgets, focusing on timely budget preparation, separation of charitable and club expenditures (if applicable), and specific allocations for proposed service projects, and performance against planned objectives.
 - each club's performance with respect to service projects.
- **Updates** the governor on progress within the assigned clubs, including attendance at local and district meetings, local net growth, and financial status.
- **Assists** the district governor in organizing and strengthening new clubs: overseeing the extension survey; making recommendations for special representatives and "sponsor clubs"; adopting and adhering to the Standard Rotary Club Constitution and Recommended Rotary Club Bylaws regarding name and territory, programs, fees/dues, and application.
- **Participates** in meetings with district leaders.
- **Encourages** clubs to follow through on requests and recommendations of the governor.

Training/Education

- **Attends** and actively participates in
 - the assistant governors' training session for the district,
 - other training sessions held for district officers.
- **Assist** the governor-nominee and district trainer in organizing and conducting the Presidents-elect Training Seminar (PETS) and the district assembly.

Communications

- **Visits** each assigned club in his/her area regularly.
- **Holds** regularly scheduled meetings with club presidents and secretaries to discuss the business of the clubs and resources available to them, along with goals, programs, and objectives of the district and Rotary International.
- **Promotes** cordial relationships among the clubs, between the clubs and the district, and between the clubs and Rotary International.
- **Apprises** (formally and informally) the governor and other district leaders of clubs' progress and concerns.
- **Identifies** outstanding Rotarians and/or club projects to be recognized by the governor.

Leadership

- **Works** with the governor and other district leaders to develop district goals.
- **Advises** the incoming governor (when asked) on selections for district committees.
- **Suggests** ways to advance Rotary and to address organizational concerns.
- **Promotes** attendance at PETS, the district assembly, the district conference, and other district meetings.
- **Identifies** potential district officers and encourages them to participate in district activities.
- **Supports** decisions made by consensus among district leaders.
- **Participates** in Rotary Foundation programs, annual and special giving events, and other assignments related to The Rotary Foundation as necessary.
- **Attends** and participates in;
 - assistant governor round table forums with the district governor for the purpose of reviewing district goals and objectives with performance, and exchanging ideas and common challenges and resolutions (typically on a quarterly basis),
 - club meetings as directed by the district governor,
 - club assemblies, if so invited by the club president,
 - PETS (if invited), district assembly, and district conference at which he/she is identified as a district leader.
- **Assists**
 - in the maintenance of all Rotary standards and values,
 - in the motivation, inspiration, and education of all Rotarians in the district,
 - in the promotion of all Rotary activities and programs and in the explanation of the Rotary International theme for the year.