12.09.2024

ASSISTANT GOVERNOR
JOB DESCRIPTION

Purpose: *The primary role of the Assistant Governor (AG) is to assist the District Governor with the administration of Rotary clubs, and helping clubs become more effective.*

The AG shall serve as the District Governor's official representative among designated Rotary clubs in their assigned area. The AG is the key support person for clubs and must be available to club presidents and act as a resource to help them achieve their goals. You are the connection between the clubs and the District. The relationships you build with club leaders make Rotary stronger.

Term: Three years, not to exceed two consecutive terms

A stipend is provided to the AG during the term to provide reimbursement for some mileage and expenses.

Selection: Appointed by District Governor-Elect in collaboration with Council of Governors

Reports to: District Governor and District Board of Directors

Qualifications:

Required: Has served as Club President and is knowledgeable about Rotary and the District.

Preferred:

- Skills for effectively motivating club members including effective communication and active listening, leading by example, positivity, providing effective feedback;
- Computer-literate and accessible to clubs for guidance with District and Rotary websites;
- Good time management and communication/listening skills;
- Track record of leadership and engagement in own club.

Training Required: Complete all AG training sessions located in the Rotary Learning Center; attend District Team Learning Seminar, attend other training/information sessions as determined by the Dean of Assistant Governors and District Governor.

Club Level Responsibilities Include:

- Serve as a two-way communication link between clubs and the District;
- Using Rotary Club Central, motivate clubs to enter and achieve club goals related to membership development and retention, support of the Rotary Foundation, and complete other activities which will lead to the Presidential Citation for the club;
  Monitor the progress of clubs toward their goals in Rotary Club Central;
- Attend Governor Official Visits for assigned clubs:
- Assist club leaders in planning, scheduling and preparing for visit.
- Attend official visit and introduce DG;
- Monitor the status and health of Area Clubs;
- Attend club meetings, related club assemblies, and other events, as invited;
- Share "best practices" from their Area clubs with each other;

- Check in with Clubs regularly (at least quarterly) to discuss the business of the club and resources available to them;
- Attend and promote attendance at the District Conference, District Meetings/Training, District Events, and the International Convention;
- Promote ways the District leadership team can support clubs;
- Coordinate club-level training with the appropriate District Committee;
- Encourage clubs to implement requests and recommendations that come from the District Governor, District, and Rotary International;
- Encourage submissions to the monthly District Newsletter that showcase their designated clubs and their projects;
- Encourage clubs to participate in District and TRF grant programs.

District Level Responsibilities Include:

- Status of Clubs:
  - Brief the incoming Area Governor on the status of clubs;
  - Keep the Governor informed about clubs and suggest ways to enhance Rotary development and resolve difficulties;
  - Communicate clubs' strengths, weaknesses, and progress toward goals;
- District Event Attendance:
  - Attend regularly held AG meetings;
  - Attend relevant District meetings;
  - Assist clubs in developing District goals;
  - Participate in District events and activities, including Rotary Foundation activities and fundraising;
  - Attend District Conference
  - Participate in the District Team Training Seminar;
- Help to identify and develop leaders capable of serving Rotary beyond the club level;
- Undertake other duties as determined by the District Governor.