

District 6970 Assistant Governor ♦ Job Description & Guidelines

The role of Assistant Governor (AG) is to help clubs succeed, to facilitate communication within the District, and to help the Governor with specific projects as requested. The clubs in District 6970 are geographically divided into 12 Areas, and each AG represents one specific Area. *During their DGN year, Governors select their AGs to serve the two-year period of their DGE and DG years.*

Qualifications

- ✓ Served as president of a club in Rotary, and been a member of a club in District 6970 for at least 3 years
- ✓ Currently an active member of a club in the District 6970 Area they will represent
- ✓ Completed the “Assistant Governor Basics” Learning Plan in the Learning Center on rotary.org

General Responsibilities

- ❖ Be familiar with the leadership and culture of all the clubs in the assigned Area, and how to best communicate with the President, President-Elect, Treasurer, and Membership Chair of each club
- ❖ Be familiar enough with the District By-Laws, District Operating Procedures, District Leadership, and District Committees to direct club leaders or members to the proper resource for requested information
- ❖ The AGs of an Area should meet periodically (independently of Presidents) to assess the health of each club’s membership, attendance, programs, projects, and succession planning. Strengths and weaknesses of each club should be communicated to the DG Corps
- ❖ To promote cooperation and partnering among Area clubs, the AGs of an Area will meet with club Presidents jointly (Leadership Council) to discuss club activities, problems, and opportunities. Ideally, meetings will be monthly but may be bi-monthly or quarterly depending on the needs of the clubs and the ease of scheduling
- ❖ Attend as many District events as possible, and promote Area club members’ attendance at District events
- ❖ Participate in conference calls with the DG, DGE, and/or DGN when asked

Assistant Governor/Membership (AGM) -- Year 1 Duties

- **Develop a relationship with the Presidents-Elect, and Membership Chairs of Area clubs. Advise club leaders of the AG’s and AGM’s prescribed roles and determine if and how they want help**
- **Work with all Area Presidents-Elect in establishing and recording their “next year” goals in Club Central**
- **Regularly visit Area clubs (meetings, membership events, social events, and service projects) and document each on a Club Visit Worksheet**
- **Keep the DG, DGE, AG, and District Membership Team updated on Area club issues and opportunities**
- Be able to demonstrate My Rotary and Rotary Central to club Presidents and Membership Chairs. Be familiar with the Learning Center on rotary.org. Be available to send club Membership Chairs (or Presidents if no chair exists) resources and respond to questions when asked
- Be knowledgeable about the Membership Success Center on DACdb and Membership Action Plan (MAP), available to educate club leaders on their applications, and ready to assist each club develop and implement their own club MAP
- Be familiar with the Club Membership Committee Manual (rotary.org) and the Membership Development Resource Guide
- Subscribe to the Rotary Leader, Rotary Training Talk, and Weekly Update newsletters (see rotary.org)
- **Help the DGE make sure all Area Presidents-Elect are registered for all PETS sessions**
- **Attend PETS1, PETS2, and PETS3 sessions; and assist the DGE in conducting PETS learning sessions**
- Meet periodically, as requested by the DGE, with the other AGMs to review upcoming District events, assess recent District events, and discuss issues and opportunities in the clubs
- Communicate or follow-up with club leaders as requested by the DGE. Determine when phone, email, or face-to-face contacts are necessary to complete the task
- Serve on the District Membership Committee and report to the Committee Chair
- Communicate or follow-up with club leaders as requested by the District Membership Chair
- Following PETS, mentor the incoming AGM on membership issues and advise on the status of Area clubs

Assistant Governor (AG) – Year 2 Duties

- **Maintain a relationship with the Presidents, Presidents-Elect, and Committee Chairs of Area clubs. Advise club leaders of the AG's and AGM's prescribed roles and determine if and how they want help**
- **Periodically review each club's Action Plans and Club Central Goals with the President, offer resources available to address specific goals, and provide support and assistance when requested**
- **Visit all Area clubs at least quarterly and coordinate those visits with the AGM. Use the Club Visit Worksheet to keep the DG Corps updated on clubs**
- Be able to demonstrate My Rotary, Rotary Central, and the Learning Center on rotary.org, as well as the Membership Success Center on DACdb, to club leaders
- Be available to send Presidents resources and respond to questions when asked
- Subscribe to the Rotary Leader, Rotary Service, and Membership Minute Newsletters (log in to My Rotary, Member News tab, Newsletters). Use this information to help clubs. Forward relevant information to club leaders without overloading them
- **Check that clubs have paid their RI and District dues and submitted reports**
- Be knowledgeable about the Public Image and Foundation and Membership Action Plans, available to educate club leaders on their applications, and ready to assist each club develop and implement their own club Action Plans
- Encourage club Presidents and Public Image Chairs to participate in Zone Public Image activities
- Work with club Presidents and their members to develop Rotary awareness and branding in each Area club for their specific communities
- **Determine the best times for Area Leadership Council meetings. Schedule those meetings and make sure all Area clubs are notified. Prepare meeting agendas with input from the clubs and circulate any minutes or action plans from the meetings, including to the DG Corps and AGM**
- Prepare an Area calendar of major events (all clubs and District) for club Presidents and the DG Corps. Include Area Leadership Council meetings in this calendar
- Encourage Presidents to submit for the Club Excellence Award, other special RI and District awards
- **Prepare for DG visits with each club by advising clubs of materials the DG will need for a presentation and provide the DG with information on each club. Advise the AGM to attend if possible. Introduce the DG unless the club President wants that honor**
- Communicate or follow up with club leaders as requested by the DG. Determine when phone, email, or face-to-face contacts are necessary to complete the task
- Offer to induct new club members and Paul Harris Fellows at each Area club
- Keep the District Public Image and Foundation Teams updated on Area club issues and opportunities, and communicate committee information to the clubs as requested
- Periodically rate all clubs on Rotary Club Central with a final rating in April
- After the DGND has been selected, submit them a list of possible AG candidates based on recent club activities and interaction with Area and District leaders
- Following PETS, begin mentoring the AGM for Year 2 AG role

NOTE: The primary duties that all AGs and AGMs are expected to complete are printed in bold type above. The duties for AGs and AGMs in regular type should be addressed and implemented as befits the needs of the Area and clubs as well as the time available of each AG and AGM.