

## **District 5020 Assistant Governor Job Description**

### **Overview & Objective**

The Assistant Governor is the primary contact between the Rotary Club and the District Governor, serving as a valuable resource, advisor and communication-link within the district. Assistant Governors work with their area Rotary clubs assisting their efforts in achieving club goals while fostering a sense of camaraderie, inspiration, enthusiasm and mutual support among the area club presidents. This position reports to the District Governor.

**Term of Appointment:** The appointment is a 3-year term, renewable annually, subject to approval of the DG, DGE and DGN.

### **District level responsibilities include:**

- Attends Assistant Governor Training
- Coordinates the District Governor club visits
- Helps to ensure that President-Elects are identified for each Area in a timely manner
- Collaborates with District Governor-Elect and attends Pre-PETS sessions with club Presidents-Elects
- Ensures President-Elects are registered for PETS training
- Assists the District Governor-Elect with PETS and DTA training
- Stays current with status of clubs---communicates clubs' strengths, weaknesses, and progress toward goals to the District Governor
- Promotes Rotary knowledge and assists with problem solving
- Prepares/submits club reports and attends district meetings
- Participates in district events and activities, including Rotary Foundation activities
- Attends PETS
- Attends the District Training Assembly and Conference
- Helps identify and develop future district leaders
- Completes club evaluation on Rotary Club Central following club visits
- Recommends to DG team potential replacements for Assistant Governor position prior to his/her term ending
- Supports the incoming Assistant Governor in transition to the role and provides relevant information about current status of area clubs

### **Club level responsibilities include:**

- Visits clubs (at least quarterly)
- Holds regular area meetings of club presidents (at least quarterly)
- Monitors and supports the progress of clubs towards achieving club youth protection compliance
- Helps presidents-elect develop and enter club goals in Rotary Club Central
- Monitors the progress of clubs toward their goals in Rotary Club Central

- Assists clubs as they schedule and plan the District Governor's visit
- Attends club meetings, club assemblies, and other events, as invited
- Motivates clubs to follow through on District Governor requests
- Identifies and shares ways the district leadership team can support clubs
- Identifies and develops future district leaders
- Promotes attendance to the District Training and Conference and encourages participation in other district meetings and training opportunities
- Promotes club awareness of available resources at the District and RI level
- Coordinates club-level training with the appropriate district committee
- Represents the DG where the DG is unable to attend a special function and makes special visits as requested
- Encourages and assists clubs in the formation of new clubs within area (ensuring District Membership Chair is kept informed)
- Supports and reviews area Interact and Rotaract Clubs

### **Qualifications:**

- Competent computer skills
- Effective verbal and written communication skills
- Experience working with Rotary Club Central
- Experience working with Club Runner
- Successful completion of a full year as a club president, or at least six months as a charter president
- Commitment to providing timely communication to Area clubs
- Commitment to providing information and support to Area clubs
- Ability to meet with Club Presidents on a regular basis and attend Club meetings and events
- Ability to manage, lead, and guide volunteers
- Ability to manage accurate expense accounts for allowable reimbursement by the district
- Ability to travel to/from Canada/USA
- Must be Youth Protection compliant and have taken District Youth Protection training
- Be a Rotarian in good standing

**15-Sep-19**