

Rotary



District 6970

Assistant Governors Manual of Responsibilities

This manual was developed in an effort to improve our three-tier system of Assistant Governors in District 6970 and to help guide you through your three-year commitment.



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Assistant Governors Manual of Responsibilities

This manual was developed in an effort to improve our three-tier system of Assistant Governors in District 6970 and to help guide you through your three-year commitment.

General Responsibilities of the three-tier system of Assistant Governors:

Read Rotary International's Manual of Procedure, including the Rotary Club Constitutional documents, so that you are prepared to answer questions from club leadership. You do not need to dictate to clubs how to run their clubs.

Attend all District events and promote attendance at District events.

AG's should visit their respective clubs during the District Governor's official visit. The DG will send the schedule to all AG's and the Assistant Governor - Year 3 will coordinate the visit with the other AG's.

Assistant Governors -Year 3 typically are not required to pay for their meals when visiting clubs, but can do so if they wish. Year 1 and Year 2 Assistant Governors do pay for their meals when visiting clubs, unless waived by the club being visited.

Participate in conference calls with your DG, DGE, or DGN when asked.

The three AG's should meet quarterly (independently of Presidents) to assess the health of each club in these areas: membership, attendance, foundation giving, dues payments, RI and District reporting, programs, projects, etc. Use the Rotary Club Central goals and achievements to determine some of these in addition to your familiarity with the clubs. The Assistant Governor - Year 3 will schedule these meetings.

Communicate these strengths and weaknesses to the DG, and the District Foundation and Membership Chairs. Periodically report on the clubs and inform the DG and Chairs of any problems with clubs.

Copy the other AG's for your area on emails sent to Presidents, Club Foundation Chairs, and Club Membership Chairs.

Meet with club Presidents jointly (Presidents' council) to discuss club activities, problems, etc. This can be bi-monthly, quarterly, or semi-annually, depending on the needs of the clubs in the area and the ease of scheduling. This promotes cooperation and partnering among the clubs.

The DG will email Assistant Governors - Year 3 with announcements and requests. The DGE will email Foundation Assistant Governors with information, and the DGN will email Membership Assistant Governors.

Role of Assistant Governor (DG Aide - Year 3):

With Club Presidents and their members, develop Rotary awareness and branding in each club for their specific communities.

Be able to demonstrate My Rotary and Rotary Central to club leaders, including the club secretary, and help the Presidents with their goals. Be familiar with the Learning and Reference section of rotary.org. Be able to send Presidents resources and respond to questions when asked.

Subscribe to the Rotary Leader, Rotary Training Talk, and Weekly Update Newsletters (log in to My Rotary, Member News tab, Newsletters). Use this information to help your clubs. Forward relevant information to club Presidents without overloading them.

Plan for the DG visit for each club by advising clubs of materials the DG will need for the presentation and provide the DG with information on each club. Advise the assistant governors to attend each DG club visit. Introduce the DG unless the club President wants that honor.

Visit clubs quarterly and coordinate those visits with Year 1 and Year 2 - AGF and AGM.

Keep the DG updated on clubs.

When the DG asks for help in emailing club presidents information or requesting that clubs complete a request, do so promptly. For some Presidents, phone calls may be necessary.

Request to be a program for each club to introduce each AG, explain their respective roles, their desire to help, and the quarterly visits. If clubs do not want such a program, do a shorter presentation at each club.

Advise the Presidents that you are there to help them and determine if they want your help. If they do not want your help, just make your obligatory quarterly club visit.

Check that clubs have paid their RI and District dues and submitted reports.

Offer to each club to induct new club members and Paul Harris Fellows.

Prepare a calendar of events of each club and the district for Presidents, AG's and the DG string. Include AG quarterly meetings and Presidents' Council meetings in this calendar. This helps to avoid scheduling conflicts.

Remind Presidents of special events in case they do not use the calendar.

Encourage Presidents to submit for the Presidential Citation, other special RI awards (e.g., Public Image, Rotary Day, Interact, and Rotaract) and District Awards. Check the dashboard to see how your Clubs are progressing.

Periodically rate all clubs on Rotary Club Central with a final rating in April.

Prior to PETS, begin mentoring Year 2 AGF for Year 3 AG role.

Role of Foundation Assistant Governor (AGF-Year 2):

Read the Club Rotary Foundation Committee Manual (available on rotary.org, Learning and Reference section).

Be able to demonstrate My Rotary and Rotary Central to the Club Foundation Chairs. Be familiar with the Learning and Reference section

of rotary.org. Be able to send Club Foundation Chairs (or the President if there is no Foundation Chair) resources and respond to questions when asked.

Subscribe to the Rotary Leader, Rotary Training Talk, and Weekly Update Newsletters (log in to My Rotary, Member News tab, Newsletters) so that you are well informed. The Assistant Governor - Year 3 will forward information to Presidents as warranted.

Attend the Grant Management Seminar at District Assembly or the August training seminar.

Subscribe to the End Polio Now and Rotary Giving and Grants newsletters. Forward relevant information to Club Foundation Chairs (or the President if there is no Foundation Chair) without overloading them.

Serve on the District Foundation Committee and report to the District Foundation Chair.

Advise the Presidents and Club Foundation Chairs that you are there to help them and determine if they want your help. If they do not want your help, just make your quarterly club visit as coordinated by the Assistant Governor - Year 3.

Keep the DG and District Foundation Chair updated on clubs.

When the DGE asks for help in emailing club presidents information or requesting that clubs complete a request, do so promptly. For some Presidents, phone calls may be necessary.

Request to have the District Foundation Chair as a program and attend that meeting.

Develop a relationship with the Foundation Chair of each club.

Offer to each club to induct new Paul Harris Fellows.

Be able to interpret Foundation reports and educate Foundation Chairs in each club on those reports. Show opportunities they have for making new Paul Harris Fellows. Encourage them to solicit new Society, Bequest, and Benefactor members.

Encourage clubs to submit Foundation monies mid-year and in May so that their clubs and the District show goals have been achieved before year end.

Encourage clubs to have members enroll in Rotary Direct so Foundation money goes directly to RI thereby saving secretaries and treasurers work.

Assist clubs in developing projects and grant applications.

Encourage clubs to partner in projects and grant applications.

Follow up on the grant reporting status of clubs.

As incoming Assistant Governor-DG Aide, help Presidents-elect in establishing goals in each area prior to PETS. This again requires familiarity with Rotary Central. Attend pre-PETS and PETS.

Prior to PETS, begin mentoring Year 1 AGM for Year 2 AGF role.

Role of Membership Assistant Governor (AGM-Year 1):

Read the Club Membership Committee Manual (available on rotary.org, Learning and Reference section).

Read the Membership Development resource guide.

Be able to demonstrate My Rotary and Rotary Central to Club Membership Chairs. Be familiar with the Learning and Reference section of rotary.org. Be able to send Club Membership Chairs (or the President if there is no Membership Chair) resources and respond to questions when asked.

Subscribe to the Rotary Leader, Rotary Training Talk, and Weekly Update Newsletters (log in to My Rotary, Member News tab, Newsletters) so that you are well informed. The Assistant Governor will forward information to Presidents as warranted.

Subscribe to the Membership Minute Newsletter. Forward relevant information to Club Membership Chairs (or the President if there is no Membership Chair) without overloading them.

Serve on the District Membership Committee (if one has been established) and report to the Membership Committee Chair.

Advise the Presidents and Club Membership Chairs that you are there to help them and determine if they want your help. If they do not want your help, just make your quarterly club visit as coordinated by the Assistant Governor - DG Aide.

Keep the DG and District Membership Chair updated on clubs.

When the DGN asks for help in emailing club presidents information or requesting that clubs complete a request, do so promptly. For some Presidents, phone calls may be necessary.

Develop a relationship with the Membership Chair of each club.

Offer to each club to induct new club members.

Attend a District Grant Management Seminar prior to moving into the Foundation AG role.

Prior to PETS, begin mentoring the incoming Membership Assistant Governor (AGM) and advise on the status of clubs.

THE 4-WAY TEST

The 4-Way Test is a simple but profound statement of things we think, say or do:

- 1. Is it the TRUTH?**
- 2. Is it FAIR to all concerned?**
- 3. Will it build GOODWILL and BETTER FRIENDSHIPS?**
- 4. Will it be BENEFICIAL to all concerned?**

THE ROTARY INTERNATIONAL MOTTO:

“SERVICE ABOVE SELF”

Rotary 

DISTRICT
FLORIDA'S CROWN DISTRICT

6970

Lighting up Rotary for 100 years!