

# Assistant Governor Responsibilities

## Job Description

**Purpose:** The Assistant Governor (AG), appointed by and working under the supervision of the District Governor, is a key player in helping the clubs achieve their goals and objectives. The AG has both a proactive and reactive role. The AG assists the Governor with the administration of their assigned clubs. The AG is assisted by a team including, at the discretion of the District Governor, a Foundation Chair, Service Chair, Membership Chair, Public Image Coordinator and the resources of Rotary International.

## Qualifications:

- Membership in good standing in a club within the district.
- Service as a club president for a full term.
- Willingness and ability to accept the responsibilities of assistant governor.
- Demonstrated outstanding performance.
- Potential for continued future leadership in the district.

**Duties and Responsibilities:** The duties of the AG include, but are not limited to, those duties as set forth in the District 6330 By-laws, Article 2 and the RI Manual of Procedure.

## WITH THE DISTRICT GOVERNOR:

- Meet with the District Governor at least quarterly to problem solve, share experiences, and ask questions.
- Provide input to the District Governor in goal setting for the district.
- Assist with the administration of assigned Rotary clubs in consultation with the corresponding District chairs.
- Attend and introduce the District Governor on the official visit if possible.
- You are the eyes and the ears of the District Governor, Communication Liaison.

### **EDUCATE:**

- Reach out to clubs that are not doing well in a particular area and provide or recommend relevant assistance.
- Promote attendance at district training events and at the Rotary Leadership Institute
- Encourage Area participation in all District activities.
- Meet with and help the President-Elects as they review and implement the best practices recommended in “Be a Vibrant Club” and help complete their goals in Rotary Club Central before their year starts if possible.

### **MENTOR/SUPPORT:**

- Develop a close working relationship with the club leadership and build their trust and confidence in the District.
- Visit each club quarterly to provide the club with information about RI and district resources. Try to attend one board meeting with the Rotary club.
- Meet monthly with presidents either via conference call or in person – assist in problem solving when needed at the club level.
- Encourage clubs in their projects and fundraisers.
- Assist club leaders in scheduling and planning for the District governor official visit. Attend the meeting if possible.
- Identify and promote the development of future district leaders.
- BE A RESOURCE AND FRIEND TO THE ROTARY CLUB.

### **ASSESS AND REPORT:**

- Make a continuous assessment of the five areas of an effective Rotary club:
- Membership growth and retention
- Public image
- Leadership Development
- Support of the Rotary Foundation
- Service Projects
- Attend district meetings and training seminars, including Pre-PETS Orientation, PETS, AG/District Training Assembly, Governor Installation, and District Conference.

### **RESOURCES**

Lead your District Assistant Governor’s Training Manual (244-EN), RI manual of Procedure (235-EN), Assistant Governor Basics course in the Learning Center