



GET READY: ASSISTANT GOVERNOR

Get Ready: Assistant Governor

1. Introduction

As an assistant governor, your role on the district team is crucial. You're the connection between your clubs and the district, and you're the main support person for your clubs. The relationships you build with club leaders make Rotary stronger.

By working closely with your governor, you:

- Provide continuity in leadership
- Motivate incoming presidents
- Help clubs reach their potential

2. Your responsibilities

These are your official responsibilities:

- Visit each club regularly to discuss club activities, resources, and opportunities.
- Support clubs in setting and achieving goals, finding solutions to challenges, resolving conflicts, and meeting membership, financial, and other requirements.
- Serve as a liaison between clubs and district committees.
- Assess a club's ability to thrive and mentor club leaders on strategies to help their clubs succeed.
- Encourage clubs' involvement in district activities and committees.
- Keep the governor informed on the progress your clubs make toward their goals.
- Stay up-to-date on Rotary initiatives.
- Share the status of clubs with your successor.

3. Preparing for your role

Whether you're a new assistant governor or an experienced one, these best practices from other assistant governors can help you prepare for your role.

- Understand the leadership roles that you'll be working with at the club and district levels. Try to meet the people who'll hold these positions during your year.
- Discuss with your district leadership team how you'll work together to support clubs.
- Understand how to use Rotary's online tools.
- Talk with the outgoing assistant governor to learn about the clubs you'll be supporting.
- Get to know your clubs' strengths and weaknesses. Use that information to help plan your year.
- Attend training sessions, including the district team training seminar, presidents-elect training seminar (PETS), and district learning assembly.
- Work with incoming club presidents during PETS to build relationships and help them set goals.

- Schedule your club visits for the year.
- Make sure that you are familiar with the latest Rotary initiatives, policies, and resources.

4. During your year

Your year at a glance

What will you be doing during your year?

At the start of the year

- Develop collaborative and friendly relationships with club leaders.
- Begin your club visits.
- Discuss your district's communication plan with club leaders and establish a process with each club for working with them.
- Start planning the governor's visits to your clubs.
- Set up a group communication with all of your club presidents to share general reminders, announcements, and information.
- Keep clubs informed about the governor's priorities and district initiatives, and motivate them to fulfill the governor's requests.
- Work with your governor and district membership chair to determine how membership leads will be handled.
- Collaborate with clubs on the strategic planning process.

Monthly/ quarterly

Monthly

- Check in with club presidents, either as a group or individually.
- Update the governor with news to include in the monthly communication to clubs, such as great projects, member recognition, or innovative ideas.

Quarterly

- Review your clubs' progress toward their goals.
- Visit your clubs, including for club and board meetings, and club assemblies if you're invited.
- Use the Club Visit Planner to prepare for your visits, which is in the materials for this course.
- Rate clubs in Rotary Club Central after each visit or as agreed on with your governor.
- Meet with the governor to provide updates on clubs, discuss any problems, and share your experiences.

Ongoing

- Continuously assess the health of your clubs and tailor your support to their needs.
- Suggest practical solutions to problems your clubs encounter.
- Promote the best practices recommended in Be a Vibrant Club: Your Club Leadership Plan. Help club leaders implement those practices.
- Tell district committee chairs about clubs' successes and challenges that relate to their subject areas.

- Ensure that club leaders implement appropriate financial stewardship of club funds.
- Promote attendance at district training events.
- Encourage participation in all district activities.
- Attend club events.
- Coach new club leaders and new members on Rotary knowledge and help find mentors for new members.
- Coordinate customized training at the club level, such as asking the district membership chair to help clubs that are not keeping members engaged.
- Identify and support the development of future leaders, including possible assistant governors. Encourage clubs to conduct a Leadership in Action program.

At the end of the year

- Acknowledge and celebrate the accomplishments of your clubs.
- Ensure that clubs recognize what they do well and maintain those strengths.
- Review club goals and discuss clubs' progress toward achieving them.
- Suggest areas that need more attention in the next year.
- Share your final evaluation with clubs so they can reflect on the year.
- Work with your successor to prepare them for their year as assistant governor.
- Talk to your successor about which clubs are thriving and which ones need extra support.

5. Summary

Ready to get started? Just remember these tips:

- Learn about each club's culture, successes, and challenges.
- Build relationships with your club presidents to establish trust.
- Work with your district team to create a plan for clubs that need the most attention and those that are performing well.
- Stay up-to-date with Rotary's initiatives, policies, and resources.

ASSISTANT GOVERNOR JOB DESCRIPTION



Your role as assistant governor is to help clubs succeed and help the governor. These are your official responsibilities.

RESPONSIBILITIES
Visit each club regularly to discuss club activities, resources, and opportunities.
Support clubs in setting and achieving goals, finding solutions to challenges, resolving conflicts, and meeting membership, financial, and other requirements.
Serve as a liaison between clubs and district committees.
Assess a club's ability to thrive and mentor club leaders on strategies to help their clubs succeed.
Encourage clubs' involvement in district activities and committees.
Keep the governor informed on the progress your clubs make toward their goals.
Stay up-to-date on Rotary initiatives.
Share the status of clubs with your successor.

ASSISTANT GOVERNOR PREPARATION TIMELINE



Use this timeline to prepare for your role. It contains the best practices and tips from other assistant governors.

January-February (before taking office)

Understand the leadership roles that you'll be working with at the club and district levels. Try to meet the people who'll hold these positions during your year:

District Leaders	Club Leaders
Governor	Presidents
Governor-elect	Secretary or executive secretaries
Governor-nominee	Treasurers
Trainers	Trainers
Other assistant governors	
Secretary or executive secretaries	
Past district governors	

February

Work with your district leadership team:

- Understand the structure of the district team and how its members support club committees.
- Determine a plan for communicating with your team.
- Discuss district goals with the governor-elect.
- Check with your district to see whether you'll have a budget for the year.
- Decide how online membership leads will be managed.
- Work with the outgoing assistant governor and the district team to make consistent, realistic, and long-lasting plans for supporting clubs.

February-March

Understand how to use Rotary's online tools:

- Resources in My Rotary under the [Manage](#) tab
- [Rotary Club Central](#)
- [Online Membership Leads](#) at the district level
- [Rotary Ideas](#)
- [Rotary Showcase](#)
- [Discussion groups](#)
- [Brand Center](#)

February-June

Work with the outgoing assistant governor:

- Learn about each club's successes, challenges, and culture.
- Get suggestions for working with these clubs.
- Find out what tools the assistant governor used to manage clubs.
- Ask about their approach to working with each club.
- Observe club visits with your predecessor before you take office.

February-June

Get to know your clubs' strengths and weaknesses. Use this information to help plan your year:

- Review their goals, achievements, and ratings in Rotary Club Central.
- Review membership, Foundation, club balance, and other reports in My Rotary.
- Read your clubs' newsletters and follow their accounts on social media.
- Assess your clubs based on their:
 - Operating structure and effectiveness
 - Overall strength, including membership, Foundation giving, financial situation, management practices, and stewardship
- Work with your district team to create a plan for clubs that need the most attention and for those that are performing well.

February-April

Attend training sessions, including:

- The district team training seminar

- The presidents-elect training seminar (PETS)
- The district training assembly

February-May

Work with incoming club presidents during PETS:

- Build relationships so you understand their needs.
- Encourage them to identify their club's needs.
- Encourage club officers to create [My Rotary](#) accounts.
- Help them develop or refine their club goals and enter them in Rotary Club Central.
- Make sure current club officers add [incoming club officers](#) to My Rotary or their club management system. (You'll receive a list from Rotary in March of club officers who haven't been reported.)
 - Club officers should be reported by 1 February for the following year.
 - Club presidents, secretaries, treasurers, Foundation chairs, and membership chairs can add new officers.
- Discuss how the district and your clubs will manage online membership leads.

April-June

Schedule your club visits for the year:

- Plan to visit each club at least once per quarter.
- Schedule your visits based on the club's needs.
- Ask the previous assistant governor how they scheduled their visits.
- Meet with your club presidents monthly, either in person or virtually, to stay current on their successes and challenges.

Ongoing

Make sure that you are familiar with the latest Rotary initiatives, policies, and resources:

- Subscribe to [Rotary newsletters](#), including Rotary Leader.
- Visit My Rotary often for news, videos, and stories.
- Become familiar with resources available on My Rotary.
- Refer to [Rotary's governance documents](#) when you work with clubs on matters concerning policy. Your [Club and District Support representative](#) can also help.

Rotary
District 3410

