

**JOB DESCRIPTION**  
**of the**  
**Assistant Governor**  
Rotary District 5300

**Background:**

With the further development of the District Leadership program there will be seventeen (17) Assistant Governors reporting to the District Governor and acting as an extension of the Governor. They will be trained in a special course following PETS and/or District Assembly. This organizational plan is designed to reduce the amount of time and effort required of the Governor.

Each of fourteen Assistant Governor is responsible for one of fourteen areas:

- 1) San Gabriel Valley North West
- 2) San Gabriel Valley South West
- 3) San Gabriel Valley South Central
- 4) San Gabriel Valley North Central
- 5) San Gabriel Valley North East
- 6) San Gabriel Valley South East
- 7) Inland Empire South
- 8) Inland Empire North
- 9) High Desert
- 10) Nevada North East
- 11) Nevada North West
- 12) Nevada Central
- 13) Nevada South East
- 14) Nevada South West

Three to five Club Presidents will report to each of the fourteen Assistant Governors. The Assistant Governor shall make himself/herself available to attend Club Presidents' meetings at the request of either the Governor or the Club President.

Although the organization appears somewhat similar to previous organizational concepts used in our District (Assistant Governors and/or Area and Group Representatives), there is a great difference in how it will be implemented. Primarily, it will provide much better training for the Assistant Governors and in turn, it will be expected that they will be able to do a much more professional job.

## **Specific Duties**

The Assistant Governor is the direct interface the District has with its' Club Presidents. Therefore s/he must be fully knowledgeable about the District's Goals and Objectives. District Programs and requirements of the District and R.I. In order to do this, the Governor and/or District Trainer(s) will meet with the Assistant Governors to inform them of the policies, programs and requirements of the District and R.I. (District meetings, PETS, District Assembly and Presidents' Advance).

## **Assistant Governor's Responsibilities**

- A. Meet in March, April and May of the year prior to taking office and at least ten (10) times, but preferably every month, during the year with the Club Presidents. The Assistant Governor shall prepare and distribute an agenda of issues to be discussed at such meetings.
- B. Receive training which will include but not be limited to:
  - 1) District Goals & Objectives, District and R.I. programs
  - 2) Working with Club Presidents
  - 3) Material required for the Governor's visit (Business meeting, Club Assembly, Club Officers and Club meeting)
  - 4) Holding and reporting on meetings with the Club Presidents
  - 5) Reporting on club problems
  - 6) Distributing District material
  - 7) Publicizing District Programs
  - 8) Following up on information required from the clubs
  - 9) Working with clubs to increase membership and increase retention
- C. Hold regular meetings with the Club Presidents to explain District Goals, Objectives and District Programs; discuss club problems and report back on club activities. Promote District and R.I. Conferences and Assemblies.
- D. Attend the Business and Club Assembly (Officer's and Board Members) meeting as the Governor's representative to their clubs.

## **The Governor's Visit**

The Assistant Governor will represent the Governor on the Governor's Business Visit to the club. The Assistant Governor will verify that the club is prepared for the Governor's business visit before hand and will attend the Club Assembly. He/she does not have to attend the club meeting, that the Governor addresses but is invited to do so. The clubs will not be asked to pay for the Assistant Governor's meals. These visits may be used as make-ups.

## **Meetings with Club Presidents**

Meetings involving their Club Presidents will be held at least ten times a year, and three times before the year of office commences, but preferably every month. In these meetings, the Assistant Governor will inform the Club Presidents of the District goals and objectives, its programs and the requirements expected of the club.

The Assistant Governor and the Club Presidents will also discuss the clubs' objectives, goals, and club programs and any problems they may have in running their clubs. He/she will offer suggestions and help in any way possible.

After each meeting, minutes will be prepared and sent to the Club Presidents and the Governor. If the meeting identifies any serious problems, the Assistant Governor will send to the Governor, in addition to the minutes, a description of any problem that was identified including suggestions on what could be done to correct the problem.

Discussions or meetings with the Governor may be necessary if clubs have serious problems.

## **Publicizing District Programs**

The Assistant Governor will distribute flyers and promote District or RI programs, Conventions and Assemblies. He/she will assist in providing speakers, on these programs, to speak at their clubs.

## **Follow Up**

The Assistant Governors will follow up with their Presidents to make sure information needed by the District from the clubs will be sent in on a timely basis.

## **Emphasizing Membership**

The Assistant Governors will work closely with the Club Presidents and the District Membership Chair to introduce new ideas and assist clubs in increasing their membership.

## **Assistant Governor Executive District**

Two of the seventeen Assistant Governors will provide Executive District liaison and have District responsibilities as District Executive Nevada & District Executive So. California.

### **Specific Duties**

- 1) Follow-up with the Club President or designee on delinquent payments (source of information District Treasurer).
- 2) Assist the Governor with District Assembly material preparations for the Governor's session(s).
- 3) Assist the District Governor with District Conference material preparations for the Governor.
- 4) Assist the District Governor in communications with District Committees.
- 5) Assist the District Governor in other communications as requested.

## **Assistant Governor Youth Services**

One of the seventeen Assistant Governors will have District responsibilities as Youth Services Liaison

### **Specific Duties**

- 1) Coordinate and ensure that any and all communications regarding Youth Services (including but not limited to R.Y.L.A., Interact, Mideract, Kideract, Rotaract, Dan Stover Music Contest, 4-Way Speech Contest, Teen Leadership Camp [TLC], Youth Exchange) are distributed in a timely manner to the Assistant Governors and Club Presidents.
- 2) Communicate with the District Chairs of the various areas of Youth Services to ensure timely receipt of all information