

## DISTRICT 5300 – ROTARY INTERNATIONAL

### JOB DESCRIPTION

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- A. **Job Title** – Executive Assistant Governor
- B. **Objective** – To assist the Governor in managing one of the Regions in the District as well as a one or more Avenue of Service Chairs and a related group of District Committees. The several Rotarians in this position are the key managers of the District's day to day activities. They allow the Governor to concentrate on the significant issues and activities.
- C. **Reports To** – District Governor
- D. **Supervise** – Assistant Governors (AG) in their Region, assigned Avenue of Service and District Committee Chairs.
- F. **Specific Duties** –
1. Member of the District Executive Committee; attends and participates in such meetings.
  2. Coordinates activities of assigned AG's; meets periodically with them; attends monthly meetings of AG's and their Club Presidents.
  3. Coordinates activities of assigned Avenue of Service and District Committee Chairs; attends meetings of these groups as required.
  4. Assists the DG during their year as DGN in the selection and assignment of Rotarians for key positions in their area of responsibility.
  5. In a similar fashion works with the DGN in the development of plans and programs for their year in office.
  6. Follows up as required on the timely progress of District plans and programs.
  7. Other special assignments as requested by the Governor.
- G. **Qualifications** - Experience as a Club President and AG. Additional service in other District offices, committees and related activities helpful. This position is intended to be the primary training and testing ground for future Governors.