

DISTRICT 5300 – ROTARY INTERNATIONAL

JOB DESCRIPTION

- A. **Job Title** – Governor’s Executive Aide
- B. **Objective** – Under the direction of the Governor assists him/her in a variety of administrative and liaison functions. This position is specific to the management style and needs of each Governor. A representative, but not all inclusive, sampling of these functions is listed below under “Specific Duties”.
- C. **Reports To** – District Governor
- D. **Supervises** - No one; works closely with all District Officers and Committees
- F. **Specific Duties** -
1. Assists the DG in formulating policy.
 2. Serves as a consultant and assists in implementation of policy matters..
 3. Suggests names for District assignments.
 4. Represents DG in meetings and/or sits on designated district committees (e.g. Conference or Assembly) as the Governor’s representative
 5. Follows up on the completion of district projects (e.g. Directory) as required.
 6. Assists the Governor in planning (and may attend) district meetings (e.g. PETS or President’s Advance) as required.
 7. May be assigned specific tasks in the communications and public information areas.
 8. Other special assignments as requested by the Governor.
- G. **Qualifications** - Experience as a Club President and service in several District offices, committees and related activities. Should be located geographically close to the Governor to ease communications and liaison with this person.