

D9455 ASSISTANT GOVERNOR MANDATE

Status: Assistant Governors are appointed annually for each Cluster by the District Governor (Elect) to serve at the District level for a maximum term of three years or by other arrangement.

Objectives: The Assistant Governor role is to assist the Governor by taking a LEADERSHIP role across the District. The role and duties of an Assistant Governor takes precedence over all club activities. Assistant Governors should be experienced Rotarians demonstrated by holding senior positions in their club such as President and completed Rotary Leadership Institute training.

Assistant Governors provide support in all areas of administration and offer guidance and support for Cluster clubs and beyond. Assistant Governors do this by:

Supporting the Club President

- Improving meeting skills – President Elect Training (PETS) – meeting procedure
- Regular visits to Cluster clubs – every 4-6 weeks
- Encouraging cooperation between clubs – joint projects, shared committee meetings
- Assisting with club planning and goal setting – Cluster calendar, goal setting on RI website
- Requiring mandated attendance by Presidents Elect at the President Elect Training Seminar
- Assisting Presidents to encourage Rotarians to attend Club Officer Training for incoming officers, District Conference, Rotary Leadership Institute, youth activities
- Using/demonstrating ClubRunner – liaising with District Secretary, receiving ongoing updates and training
- Encourage proper backing up of Club files – secretary and financial

Informing and using District Support

- Promote and assist with submission of the RI Presidential Citation and/or any annual RI President's nominated Award
- Coordinate and participate in the District Governor's official visit to each club
- Improve knowledge of clubs on dues payments to RI and District, backing up club files – secretarial and financial

Reporting to the D9455 Board

- Attending Assistant Governor meetings – held monthly and other meetings as required
- By rotation, contribute to District Board meetings as non-voting participants
- Report to each District Board meeting on progress, activities and health of clubs against the District Strategic Goals/Outcomes

Participating in D9455 Governance

- Conduct bi-monthly Cluster meetings with Presidents (and Presidents-Elect) – advise on Board decisions, Assistant Governor recommendations
- Advise Presidents of District activities and encourage their attendance
- Keep the District Governor and Directors aware of emerging issues at the Cluster level
- Using my Rotary to annually rate clubs.

Reporting: To the District Governor

Finances and Audit Requirements: Honorarium paid through the District Treasurer.

There is a travel allowance available for rural Assistant Governors when visiting their Cluster clubs.