

## ROTARY DISTRICT 6920

### QUALIFICATIONS, DUTIES, AND OPERATIONAL GUIDELINES OF THE ASSISTANT GOVERNOR

#### POSITION & QUALIFICATIONS

The position of Assistant Governor was established in 1997-98 in District 6920 to bring the district into compliance with Rotary International's request to establish the DISTRICT LEADERSHIP PLAN. The position was established to enable the District Governor to more effectively function, serve, and accomplish the goals of the District.

The Assistant Governor is appointed by the District Governor for a one year term but may be reappointed for a total of no more than three successive terms. The Assistant Governor must have previously served as a club president for a full term.

The Assistant Governor is considered a District Officer, but is not an officer of Rotary International.

#### DUTIES

##### The Assistant Governor should

Be assigned a specific number of clubs (usually four) for which he/she is responsible

Attend each club at least one time per quarter and to meet with the

President and other officers at such visits

Communicate with each club president monthly including the use of electronic mail

Support each club in the club's efforts to be effective

Enhance the communications between the clubs and the District Governor

Provide the District Governor with information on the status and activities of each club

Including a brief report after each club visit

Provide clubs with information on current events and programs of the District and Rotary

International

Help the District Governor identify potential talented Rotarians for service at the District level

Represent the District Governor at club and area events as called upon

Assist clubs where need be in meeting reporting requirements of The District and Rotary

International

Coordinate the District Governor's official visit with the clubs

Attend each club's initial club assembly for planning before the Rotary year begins and work

with the club as necessary to submit its Club Planning Document on time

Complete all reports as requested by the District Governor with emphasis on the official report

after his/her final visit at the end of the year

Attend district functions including the District Conference, the District Assembly, District

Seminars, President Elect Training Seminar, and other such functions as requested

by the District

Governor

#### OPERATING INFORMATION

The district, when possible, should provide reimbursement for expenses for the Assistant Governor up to a predetermined amount set each year. *(In 2009-10 the maximum amount is \$750 per AG.)*

(Revised February 2009. Subject to review and endorsement by the District Governor & District Assembly or District Conference.)