



**DISTRICT 6920
ROTARY INTERNATIONAL**

OUTLINE OF THE YEAR OF THE ASSISTANT GOVERNOR

(The Assistant Governor's responsibilities start in January and extend for 18 months until June 30 of the next year.
This document should be constantly updated by the district and assistant governors.)

JANUARY - MARCH

- Begin as Assistant. Governor-elect on February 1
 - Communicate with present Assistant Governor and discuss your roles during his/her last months of office
 - Read current District Directory
 - Read District Suggested Operating Procedures
 - Read Assistant Governors' Handbook published by RI
 - Attend District Assistant Governor Training Session**
 - Remind Presidents-Elect of President Elect Training Seminar and District Assembly
 - Attend PETS** and lead session for your sub district Presidents-Elect
 - Set up a personal Rotary calendar for the year
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APRIL - JUNE

- District Assembly - April 25 - Sandersville, GA
 - District Conference - May 15 - 17 - Augusta, GA
 - Read the new District Directory in its entirety and mark your calendar of dates of important district events
 - Reread Ass't. Governor's Handbook section on Club Planning Sessions (Assemblies)
 - Contact each of the presidents in your sub-district and assure their attendance at District Conference
 - Write each Club President-Elect by April 1 to assure they have scheduled a club planning session. (Get the date and plan to attend.)
 - Discuss and plan DG Official Visit with president
 - Hold a joint meeting of Club Presidents in your sub district (perhaps organize a luncheon meeting)
 - Remind presidents of Rotary Leadership Institute opportunities
 - ASSURE THAT EACH PRESIDENT HAS SUBMITTED THE CLUB PLAN FOR THE YEAR (Update DG on the number of plans submitted.)**
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JULY-SEPTEMBER

- Give Presidents reminders of the dates of all fall district meetings such as Rotary Foundation Seminar, District Long Range Planning Committee, GRSP conclave and other district activities
 - In September review progress toward goals of the individual clubs
 - Review the district goals and the clubs' support of them
 - Attend the District Rotary Foundation Seminar and any other district meetings
 - Visit each club at least once in this quarter
 - Each month send presidents an email including reminders of important responsibilities especially during this time with encouraging words and reminders
- Prepare for DG Official Visit
Support GRSP Conclave (communicate date and place ASAP to presidents)
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OCTOBER - DECEMBER

- Send an email to Club Presidents each month
 - Review the District Directory with special review of the District Goals
 - Attend each club's regular meeting at least one time in this quarter
 - Obtain any information available on the district's plans for a Group Study Exchange - encourage clubs to participate
 - Check with Club Presidents on their progress toward earning Presidential Citation status
 - Encourage clubs to continue progress toward competing for district awards
 - Assure that each President elect registers during this quarter for PETS
 - Promote District Conference attendance
 - Remind clubs of need to elect officers for next year and submit the names of new officers to Rotary International by December 1
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JANUARY - MARCH

- Review District plans for Group Study Exchange and share them with club presidents
 - Attend each club weekly meeting at least once in the quarter.
 - If not serving as Ass't. Governor for the next year, confer with the Ass't. Governor-elect and assist where possible with the training for the Ass't. Governor-elect and the Presidents Elect Training
 - If repeating as Ass't. Governor - attend Ass't. Governor Training Seminar and PETS
Repeat activities in January-March as in previous year
 - Confer with Club Presidents on promoting attendance at the District Conference
 - Remind clubs to apply for district awards
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APRIL - JUNE

- Attend District Conference and assure that each president and president elect attends it
- Remind presidents to submit final reports to governor through ass't governor
- Complete final reports of Ass't. Governor to DG
- If repeating as AG, follow steps as outlined for previous year

REGULAR DUTIES

- Read **The Rotarian** monthly
- Read **District Newsletter** monthly
- Review **RI Manual of Procedure**
- Send regular (monthly) email messages to club presidents
- Informally report via email to governor bi-monthly
- Develop a calendar for the year and share it with club presidents
including a reminder of RI emphases such as special months (RF etc.)
- Attend each club at least four times during the year (quarterly)
- Promote District Conference
- Encourage clubs to attain District and Club goals
- Remind Clubs of Special RI Months (Magazine Month, RF Month, etc.) -
- Promote Membership and Rotary Foundation at every opportunity
