

Roles and Responsibilities of Assistant Governors (AG's):

Assistant Governors are appointed annually by the District Governor to serve at district level for a maximum term of three years. They are **assistant governors** and not **assistant district governors**. They have the responsibility of assisting the governor with the administration of their assigned clubs within their cluster. As they are appointees, assistant governors are not RI Officers. Assistant Governors should dress appropriately (tie and/or jacket) when attending meetings in their capacity as AG. An AG should be regarded as a club guest when visiting a club.

- Meet with and assist the incoming presidents before the beginning of the Rotary year to review the Club Leadership Plan, discuss club goals and review the **Planning Guide for Effective Clubs** and Club "**Failure to Function**" policy as per MOP - chapter 1.
- Visit each club regularly, preferably monthly with a minimum of one visit each quarter of the Rotary year – promoting Rotary's dignity and decorum at all times. Forward "**MEMO OF CLUB VISIT**" to DG.
- Meet with club presidents and secretaries regularly with a minimum of one meeting each quarter, to discuss the business of the clubs and to generally provide guidance and assistance to help ensure the success and smooth running of the clubs. *(this is the ideal opportunity to help plan joint club projects and to promote inter club social and fellowship programs)*
- Assist the clubs with the planning of the governor's official visit
- Encourage the clubs to follow the "Protocol Associated with the Governor's Official Visit"
- Keep the governor informed of the progress of the clubs, suggesting ways to enhance Rotary development and addressing problems
- Co-ordinating district committee chairmen to speak at club meetings
- Promote the District Leadership Plan and the Club Leadership Plan
- Assist the governor elect with the selection of district committees
- Promote the district conference and International Conventions throughout your clubs

- Participate in district events (*including the district team training seminar, PETS and assemblies*)
- Assist with and maybe coordinate the running of cluster events such as the Youth Public Speaking, Rotary Foundation Seminars and Visioning Seminars
- Encourage the presidents, their board and club members to attend neighbouring club's changeover meetings
- Encourage clubs to attend the District Changeover and other District events

Protocol Associated with the Official Visit of the District Governor

1. Confirm the date of the District Governor's official visit with the DG and the Club.
2. Confirm that the clubs have arranged accommodation for the DG and their partner. *Clubs should be made aware that they are responsible for the cost. A lot of paperwork is to be carried by the DG on his/her official visit, motel accommodation is recommended.*
3. Check the meeting time and that of the board meeting which should be held earlier.
4. Confirm arrangements have been made for the DG's partner to be looked after during the Board meeting.
5. Confirm that someone has been assigned to convey the DG and his/her partner to and from the meetings.
6. Ensure the clubs are aware that the Manual of Procedure defines the DG's official visit as the personal visit for the purpose of;

- (a) Focusing attention on important Rotary issues;
- (b) Providing special attention to weak or struggling clubs;
- (c) Motivating Rotarians to participate in service activities;
- (d) Personally recognising the outstanding contributions by Rotarians;
- (e) Encouraging clubs and acknowledging their achievements;

7. Encourage clubs to invite partners, honorary members, community members who have been recognised as Paul Harris Fellows and any other community members considered necessary, to the DG's official visit meeting.
8. Ensure the club does not have any other guest speaker on the night of the DG's official visit.
9. Following order of protocol is to be used by the chairman at the commencement of the meeting. "President.....and (partner), District Governorand...(partner), DGE & Partner....DGN & Partner...Past District Governors and their partners, Federal and State members and partners, other special guests, Assistant Governors and partners, Rotary friends and friends of Rotary".

Following the chairman's recognition of all official guests, each speaker from then on should start their address by saying, " Chairman....., District Governor.....and ...(partner), Rotary friends and friends of Rotary".
(*Standing Orders – MOP*)

10. Meeting may finish a little later than normal, but not a necessity.
11. Ensure the club has a suitable gift for the DG's partner. *This may be in the form of a donation to the partner's favourite charity. Check with DG or district secretary.*
12. Ensure the clubs give timely notice should the DG be required to perform an important duty at the official visit, such as induct a new member or PHF etc.