

The Role of the Assistant Governor 2024-25

As Assistant Governor, you are the connection between your clubs and the district. The relationships you build with club leaders make Rotary stronger.

What you do:

- Visit your clubs regularly. Meet with each club at least once a quarter either in person, by phone, or by web conference. Listening to them enables you to discuss their concerns and needs, and provide information, resources, and advice that will allow them to be more successful.
- Keep the District Governor and Lieutenant Governors up to date on each club's progress and identify areas that may need attention.
- Inform the District Governor of club facts before their visit.
- Help club leaders prepare for the District Governor's official visit.
- Assure that club presidents have listed their goals on Rotary Club Central and monitor the progress of your clubs toward their goals: After a club visit, report your assessment and feedback through Rotary Club Central. Make sure your clubs are on track with their goals and achievements in areas such as membership, service initiatives, public image and giving to The Rotary Foundation.

To fully meet these responsibilities, all Assistant Governors are expected to promote and attend:

- **District Team Training Seminar (DTTS)** February 9-10, 2024, at Chanco on the James, Spring Gove
- **Presidents-Elect Training Seminar (CPETS)** on February 29-March 2, 2024, at The Westfields Marriott, Chantilly
- **District Training Seminar** on April 20, 2024, at Virginia Wesleyan University, VA Beach
- **District Change of Leadership Celebration** on July 27, 2024, at Colonial Heritage Country Club, Williamsburg
- **Vibrant Club Seminar** on August 17, 2024, at the Colonial Heritage Country Club, Williamsburg
- **District Conference** on September 26-28, 2024, at The Westin-Henrico County

Activities for a successful year:

- Assist in publishing the activities of your assigned clubs.
- Actively promote attendance at other district meetings and Rotary Leadership Institute.
- Participate in Rotary Foundation programs, annual and special events, and other special assignments as necessary.
- Promote, as appropriate, coordination among assigned Rotary Clubs.
- Assist, when requested, in the administration of the oaths of office for new club officers.
- Identify and promote the development of future district leaders.
- Advise the District Governor and appropriate district committee chairs when a club is doing particularly well and recommend recognition when appropriate.
- Advise the District Governor and appropriate district committee chairs when a club is not doing well, and district intervention is appropriate.
- Participate in monthly conference calls with the District Governor.
- **Additional requirements of Assistant Governors will be found in Section 4.**

Resources and Reference	Tools
Lead Your District: Assistant	Take a course in the Learning Center
Be a Vibrant Club: Your Club	Enroll in a webinar