Dear Club President-Elect,

Once a year, the District Governor makes an official visit to each Club in the District. (Schedule attached). He is the program speaker for the meeting.

# The purpose of the visit:

* To allow the District Governor to communicate with the Club members.
* To be a useful counselor to further the Object of Rotary among the Clubs in the District and to assist any Club which may need some guidance.
* To motivate Rotarians to participate in service activities which would strengthen the programs of Rotary.
* Bring attention to important Rotary issues as they pertain to both RI and our District.
* Recognize achievements of the Club and acknowledge the contributions of its members.

**Process:** Prior to the District Governor’s visit (preferably before July 1), You need to meet with your club leadership team to review the Club’s **“Planning Guide for Effective Rotary Clubs”** (see attached documents). You will need to confirm the meeting schedule and arrangements with the Club’s board and leadership.

1. Reconfirm at least one week in advance of the District Governor’s visit to resolve any questions as to the information, the format of the visit, and special requirements.
2. The District Governor is a guest of your Club when making an official visit. Most importantly, communicate any special plans you have for the Governor so as to be sure it fits in with his other plans. Contact the Governor well ahead of time to confirm times and places, thus avoiding confusion.

# Meeting with the Club Board:

* + This meeting takes place prior to the Club Meeting and generally would last an 1 hour. This meeting is presided by the District Governor.
* Records that should be made available and appropriate copies made for the Governor are: copy of the ***Planning Guide for Effective Rotary Clubs*** (copies for each Board Member), current year’s Board members, Budget, prior year’s Financial Statement, and copies of the Club Bulletin, links to the clubs, website, Facebook page, etc...….

**Lodging:** On the Governor’s Club Visit Schedule, you will notice that some visits will require the Governor to stay overnight in your area. This will be indicated by an “overnight stay” marked next to your visit times. If you see this, your Club is afforded an opportunity to house the District Governor and his spouse. The Governor is open to and enjoys staying with Rotarians in their homes; clubs are not expected to be responsible for lodging.

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# Viewing your Community and Projects:

If appropriate, you may include a short tour for the District Governor and spouse of your community to include Rotary projects. It may also be appropriate to arrange for news media to cover the visit or interview the Governor.

# Meeting Procedure:

* + The District Governor and spouse are guests of your Club for the Rotary meeting.
  + You may ask your AG to introduce the Governor and spouse if you prefer. The Governor’s presentation is the program for the Club, and it is not appropriate to schedule any other program that day.
  + Encourage members to plan to arrive early for the meeting or stay late to visit with the District Governor.
  + Presentations of Paul Harris Fellows, induction of new members, and other honors are especially appropriate during the District Governor’s visit. Therefore, the District Governor should be asked to participate in such events.
  + The Club President and Club Board should fully comprehend that the District Governor is not there to tell a club how it should be run but to share ideas about growing and strengthening Rotary.

Please note: The Governor’s Bio and his picture can be found in DACdb – under District Files.