



DISTRICT 6200 Assistant District Governor Roles and Responsibilities

Purpose:

The Assistant District Governor's (ADG) primary role is to assist the District Governor (DG) with administering their assigned area Rotary Clubs, ensuring its effectiveness.

Effective Clubs are able to

- Sustain and increase their membership base;
- Implement successful service projects that address the needs of their community and communities in other countries;
- Support The Rotary Foundation (TRF) through both program participation and financial contributions;
- Develop leaders capable of serving Rotary beyond the Club level;
- Operate successful fundraising events that help to maintain a healthy financial future.

ADG Responsibilities

- Serve as the District Governor's official representative to the assigned area Clubs;
- Advise the District Governor of events and activities of interest or impact;
- Support the coordination of the District Governor's visits to area Clubs as needed;
- Work with the President-Elect (PE) and President-Nominees to encourage participation in Ole Man River Presidents-Elect Training Seminar (OMR-PETS).
 - Work with their PEs and President-Nominees (PN) at PETS in accordance with the instruction of the District Governor-Elect (DGE) and District Trainer;
- Work with PEs to ensure they have their Club Goals prepared and have named their Committee Chairs and Board Members;

- Work with their PEs and President-Nominees (PN) at PETS in accordance with the instruction of the District Governor-Elect (DGE) and District Trainer;
- Following PETS, work with the PEs to enter their goals into Rotary Club Central. Then, throughout the year, help the Club Presidents adjust their goals as needed.
- Meet with PE and representatives of each assigned Club to review the Clubs plans and objectives and help them identify the resources needed for the plan’s implementation and success;
- Visit each assigned Club regularly, at least once per quarter. Clubs with problems should be visited more often. Be a resource to help the Club President resolve issues:
 - Hold regular discussions with Club Presidents to review the business of the Clubs and the resources available to them;
 - Act as a friend to the Club President and their team.
- Participate in Club Activities:
 - Identify social, fundraising, or other events that the Club would like the DG or AG to attend;
 - Periodically attend Club Board meetings;
 - Attend Club assemblies as invited.
- Encourage Clubs to complete the goals which lead to the Rotary Citation;
- Assist Clubs in obtaining special assistance from District Committees to increase their effectiveness and improve their Rotary Knowledge;
- Promote attendance at District activities, District Conference, International Conventions, and other Rotary events;
- Encourage Clubs and members to participate in the Rotary Leadership Institute (RLI);
- Encourage Clubs to take advantage of the Visioning process and to develop a strategic plan;
- Using the “Club Rating” feature in Rotary Club Central, record ratings and comments.

District Duties

- Attend PETS training, serving at the DGE’s direction;
- Attend ADG District Training;
- Participate in the District Governor’s monthly conference call;
- Complete Rotary Leadership Institute training (Parts 1, 2 & 3);

- Understand and support the achievement of all District goals;
- Encourage completing the online Grant Management Seminar to be knowledgeable in the Rotary Foundation Grant process;
- Participate in District Training Assemblies and encourage Club participation at these training events;
- Attend District Mid-Year Assembly and District Conference and encourage Club attendance at these activities;
- Identify potential candidates to become District committee chairs, District committee members, ADGs, and individuals for other leadership roles and provide your insight to the District Governor line.

Membership

- Become familiar with membership recruitment and retention principles and techniques;
- Assist the District Governor and District Membership Chair to help Clubs achieve their goals and objectives;
- Encourage the appointment of a Club Membership Chair and committee;
- Encourage Club Membership Chairs to participate in all District training;
- Assist Club Membership Chairs in accessing membership recruitment and retention resources available from the District Membership Chair, the District, and Rotary International and promoting the use of these available resources;
- Work with Club Leadership Team to develop Satellite Clubs, Rotaract Clubs, Interact Clubs, and EarlyAct Clubs in their communities;
- Advise the District Governor and Membership Chair of any positive and negative anomalies.

The Rotary Foundation (TRF)

- Advocate that each Club has a Club Foundation Chair (CFC) listed as such among the Club roles/officers on the Club's page in the District database and develop a good working relationship with them;
- Serve as a year-round key link in District-to-Club communications on TRF;
- Promote the idea of giving whereby all Club members should contribute SOMETHING to the Annual Fund and identify the different ways to contribute;
- Encourage Clubs to participate in the various TRF programs (i.e., District Grants, Global Scholarships, Humanitarian Grants, Peace Fellows, etc.);

- Help provide speakers on TRF, utilizing District Foundation Committee and Subcommittee Chairs.

Qualifications

- Must have previously served in the position of Club President;
- Must have the ability to visit Clubs regularly;
- Must be able to attend and support District training events;
- Encouraged to complete the three (3) levels of the Rotary Leadership Institute (RLI) program.

Please Note:

The appointment of Assistant District Governor is for a maximum of three (3) years, extended each year in one-year increments. An incoming Governor-Elect may choose to replace an ADG prior to the end of their three-year term by not offering the extension. Extensions are offered by the Governor-Elect based on what they believe is in the best interests of the District.

RESOURCES

An Assistant Governor Basics – Online Course is available through the RI Learning Center. Here is the link to that course:

Assistant Governor Basics