

## **Guidelines for Governor Visits**

The date of the Governor visit will be the same as the published date provided at PETS.

The Assistant Governor should notify the Governor **14 days** prior to the meeting to confirm:

In Person: Include the address and time. *If the club meeting is in person the clubs must adhere to Federal, State and Local guidelines.*

Virtual Meeting: Include Login information with club name, date and time in the subject line. Also include the email address of the host to share files and presentation or allow screen sharing.

### Club Meeting:

- Confirm the location of the meeting **14 days prior** to the scheduled date of the visit.
- Provide the Governor with information regarding significant awards, presentations & inductions or other special events **7 days prior** to the governors visit.
- The Club President should introduce the Assistant Governor and the Assistant Governor should then introduce the Governor.
- The Governor should be given 10-15 minutes to present to the club.
- The Governor may ask for audio visual equipment to use during the visit
- Anticipate the Governor's spouse or a guest to be in attendance
- How can the District Leadership help YOU (the club)?

### Governor Board Meeting:

- Please hold Club business for your regular Board meeting.
- In Person or Virtual Board meetings will begin the hour before the start of the club meeting. Breakfast Clubs can advise when their typical Board meetings are held.
- All Board and Committee chairs should be prepared to discuss the goals for their respective areas of responsibility.
- This meeting will be Report on Membership, Public Image, Foundation and Committee chairs report on projects and the plans to introduce new projects.

### Additional Information:

(The AG and Club President should send the following information to the District Governor 14 days prior to the visit.)

- Identify the signature club project(s) with a brief description
- Fund raising project(s) identified for the year. List with date(s).
- Name of club members who have held district position(s) with dates
- Will the Governor be inducting a new member(s) or TRF recognition? If so, have them give a short "Who am I" during the regular meeting.
- Other individuals or information that the Governor should be aware of for the visit.