

CLUB ADVOCATE RESPONSIBILITIES

Rotary
District 6450



YOUR GOAL IS TO COACH YOUR CLUBS TO SUCCESS!

Let's Make Rotary Simply Irresistible!

- Visit your clubs quarterly - in person or virtually - to discuss club activities, resources and opportunities.
- Meet monthly with your presidents, preferably as a group - in person or virtually - to stay current on their success and challenges, share ideas and best practices and encourage collaboration.
- Encourage communication and collaboration among the clubs in nearby geographic areas.
- Support clubs in setting and achieving goals, finding solutions to challenges, resolving conflicts, and meeting membership, financial and other requirements.
- Assess a club's ability to thrive and mentor club leaders on strategies to help their clubs succeed.
- Help clubs engage the Rotary Action Plan to thrive.
- Identify any challenges and struggles facing your clubs and bring those concerns to the attention of the district board, offering the club support and district resources.
- Keep governor informed on the progress your clubs make toward their goals.
- Provide bi-monthly feedback (or more frequent, if needed) to governor line on your clubs.
- Facilitate two-way communication between the clubs and district.
- Assist governor in scheduling visits with your clubs. Ensure clubs knows when visit is scheduled.
- Help clubs prepare for governor visit. Work with club presidents to complete Club Visit Checklist and return completed form to club advocate coordinator two weeks prior to governor visit.
- Attend club visit with governor and make formal introductions.
- Work with your clubs on succession planning. Ensure they have a slate of officers (president, president-elect, secretary, treasurer, foundation chair, membership chair, public image chair and executive secretary) selected and reported to RI no later than December 31 for the next Rotary year.
- Remind clubs to update membership lists to RI monthly and by December 31 and June 30 and for semi-annual RI and district dues invoices in January and July.
- Participate in PETS (Presidents-Elect Training Seminar), PETS Orientation and District Training Assemblies.
- Meet with presidents-elect and presidents-nominee at PETS. Work with them to develop realistic and effective goals.
- Assist presidents with completion of their goals and achievement of club excellence award.

- Encourage clubs' involvement in district activities and committees. Encourage participation at all district training, fellowship events and district conference.
- Attend bi-monthly club advocate meetings and quarterly district team meetings as scheduled by the governor.
- Attend other club advocate virtual meetings as needed with the club advocate coordinator and governor nominee.
- Stay up to date on Rotary initiatives.
- Share the status of clubs with your successor.