

JOB DESCRIPTIONS

DG, DGE, DGN

DISTRICT GOVERNOR

The governor is the officer of RI in the district functioning under the general control and supervision of the RI Board. The governor is charged with the duty of furthering the Object of Rotary by providing leadership and supervision of the clubs in the district. The governor shall inspire and motivate them and ensure continuity within the district.

In order to assure the best possible candidates for the office of governor, the governors shall invite the clubs in their districts to propose suitable candidates.

Duties

The governor should work with district and club leaders to encourage participation in the District Leadership Plan. The governor shall also ensure continuity within the district by working with past, current, and incoming district leaders in fostering effective clubs. The governor is responsible for the following activities in the district:

- 1) Organising new clubs
- 2) Strengthening existing clubs
- 3) Promoting membership growth by working with district leaders and presidents to establish individual club membership goals
- 4) Supporting The Rotary Foundation through programme participation and financial contributions
- 5) Promoting cordial relations among clubs and between the clubs and RI
- 6) Ensuring the constitution and by laws of their clubs comply with RI constitutional documents especially following Council of Legislation.
- 7) Planning for and presiding at the district conference and assisting the governor-elect in the planning and preparation of the presidents-elect training seminar and the district training assembly.
- 8) Providing for an official visit, meeting individually or in multi-club meetings. These meetings should take place at a time that maximises the governor's presence, for the purposes of
 - a. focussing attention on important Rotary issues
 - b. providing special attention to weak and struggling clubs
 - c. motivating Rotarians to participate in service activities
 - d. personally recognising the outstanding contributions of Rotarians in the district
- 9) Issuing a monthly letter to each club president and secretary in the district
- 10) Reporting promptly to RI as may be required by the president or the RI Board
- 11) Supplying the governor-elect, before the International Assembly, full information on the conditions of clubs in the district with recommended action for strengthening clubs

- 12) Ensuring that district nominations and elections are conducted in accordance with the RI Constitution, RI Bylaws and established RI policies
- 13) Inquiring regularly about the activities of Rotarian organisations operating in the District
- 14) Transferring continuing district files to the governor-elect
- 15) Performing such other duties as are inherent as the officer of RI in the district

A full description of the responsibilities of a District Governor is given in the RI Manual, “Lead Your District”. This is published annually. A copy of the current version is available from the District Administrator, or from the RI website.

DISTRICT GOVERNOR ELECT

Attendance at Governors-elect Training Seminar (GETS)

Attendance at GETS is mandatory for governors-elect. The RI Board has adopted a two-day training programme for governors-elect at the zone level to be held in conjunction with Rotary institutes. The training programmes integrate topics approved by the RI Board and the Trustees.

Attendance at International Assembly

Attendance at International Assembly is mandatory for governors-elect. The nomination cannot be accepted unless the candidate can and will attend both the governors-elect training seminar and the International Assembly for the full duration.

Other Preparation

During the year before taking office, the governor-elect should receive from the governor:

- 1) specific responsibilities in connection with district committees or district organisation.
- 2) invitations to attend as an observer all district meetings where the governor-elect is not otherwise designated as a participant
- 3) Consideration for assignments to participate in the district conference programme

The governor should include the governor-elect in district meetings and communications and introduce the governor-elect to past district leaders in preparation for the incoming governor’s year in service and to ensure continuity of leadership.

Other Responsibilities

Governors-elect are also responsible for the following meetings:

- Presidents-elect training seminar (PETS)
- District Training Assembly
- District team training seminar
- District membership seminar

DISTRICT GOVERNOR NOMINEE

The District Governor Nominee is assured of the full and on-going support of the senior District leaders, and especially the DG and DGE. Anyone considering the role of District Governor Nominee is welcome to talk over the nature of the role with the current DG, DGE, or any PDG in full confidence.

Responsibilities

As an incoming officer of RI, the governor–nominee should

- 1) Begin to prepare for the role of governor
- 2) Foster continuity by working with past, current and incoming district leaders to support effective clubs
- 3) Begin analyzing the district’s strengths and weaknesses, including Rotary’s public image, membership, The Rotary Foundation, district events, and RI programmes, with background material provided by the immediate past governor, governor, and governor-elect, and using RI resources
- 4) Review the district organisation (District Leadership Plan) and club administrative framework (Club Leadership Plan)
- 5) Attend district meetings where possible, at the invitation of the district governor or district governor-elect
- 6) Participate in district committees or other activities, as may be suggested by the district governor or district governor elect
- 7) Attend district governor-nominee training
- 8) Select a site for the district conference held during the year of the governor-nominee’s service, with the agreement of the majority of the current club presidents or incoming club presidents.