



ASSISTANT GOVERNOR TRAINING JUNE 21, 2021

BY NANCY ROSS, LTG CLUB ADMINISTRATION

ASSISTANT GOVERNOR

JOB DESCRIPTION

- DG official representative to Area Clubs
- Assist DG with Administrative Duties of Area Clubs, including reports
- Visit each Area club quarterly
- Assist each club in preparing for DG visit
- Keep DG informed about club issues
- Ensure appropriate financial stewardship of club funds by club leaders
- Serve as two way communication between Club and District Committees
- Promote the Club & District Plan
- Share Best Practices
- Monitor /Motivate Clubs to achieve goals relating to Membership and Foundation.
- Assist Clubs in researching/implementing community & international projects.

ASSISTANT GOVERNORS

Job Description

- Assist Clubs in completing Activities to get the Rotary Citation, Exemplary Award and Peace Through Rotary Award, to include submission of Forms to District
- Identify and develop leaders capable of serving Rotary above Club level
- Promote attendance at District Assembly, District Conference, District Leadership Training and International Conference

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YOUR ROLE

Support Area Clubs to be a Vibrant Club:

- Rotary Club Health Checks

- Membership Assessment Tools

- Rotary Citation Program

Rotary Goals for Area Clubs:

- Developing Goals

- Timely input to My Rotary at [Rotary.org](https://www.rotary.org)

- Action Planning

- Evaluating Progress

- Completing Goals by June 30, 2022

Supporting Clubs:

- Understand each club's needs and strengths

- Be available and approachable

- Give special attention to weak clubs

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YOUR ROLE

Supporting Clubs continued:

- Tailor your support to individual clubs

- Connect Clubs that excel in a particular area with clubs that are struggling

- Monitor Clubs progress toward their Goals in Rotary Club Central

Visiting Clubs:

- Visit each club quarterly preferably in person, but can use Zoom

- Inquire about Clubs progress on Goals

- Ask about Membership, service projects, support of Foundation, club functions and morale

- Suggest practical solutions to problems

- Assist and attend DG Club/Board Meeting

DEFINING WEB SITES

Administrative/Secretary Duties

There are two websites that are used by Rotary.

Club Runner: rotary5930.org or you could have the club use their own web site such as Southsideccrotary.org. They are both Club Runner and when one is updated the other is automatically. This site is for Club and membership data only. It does not contain information on club goals.

RI Website: Rotary.org which contains “My Rotary” and “Club Central”. The clubs have to use My Rotary/Club Central to input and update their goals. Club and member data from Club Runner is updated to this site when it is synchronized. Clubs can make changes to their membership directly into this site, but it will not download to Club Runner, so the same information has to be entered in Club Runner.

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ACCESSING CLUB RUNNER

To access Club Runner:

- if you do not have login/password contact Nancy Ross to get for you.
- Use District Website (rotary5930.org) or your Club Runner club website.
- Click upper right corner “Member Area”
Login and click Member Area again
- Click on “For Clubs” and then “Administration”
- You then can go to Membership List or if you have access to more than one club, then go to “Club and Membership Detail” and select the club.

Note: As Assistant Governor, you should have access to all clubs in your Area. If you do not contact the District webmaster.

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THINGS TO DO ON CLUB RUNNER

Actions Assistant Governor or Club Officer's can take on Club Runner:

- 1) Change data about clubs such as meeting times.
- 2) Input Club Officer's and Chair Persons for next Rotary Year
- 3) Add new members to Club
- 4) Update or change any data on current club members.
- 5) Change status of member to Honorary or Inactive, or transfer from Club.
- 6) Reset passwords for any Club member.

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Club Visits

- Visit each of your clubs in the Area at least once a quarter (4 Visits). Let President/Secretary know ahead of time of your planned visit.
 - Attend the DG visit for each club.
 - Visit more if club is struggling or need your assistance.
 - Check with each club in early fall to be sure they understand responsibility for filing one of the Form 900 series returns with IRS.
 - After each club visit, do a follow up email or phone call to thank the President and to offer to help with anything brought up during visit.
- Go into Rotary Club Central to leave comments in the Rate Clubs feature. This process will be showed later.

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Assisting Clubs

- At start of new Rotary year, make sure clubs have entered In Club Runner: Officers, Directors, Chairpersons. In My Rotary, they should have entered the club goals. They should complete a budget and have plans to accomplish their goals.
- Before PETS, meet with incoming President Elects and help them start planning for their Rotary year. Before District Assembly encourage the incoming officers the need for them to attend.
- Make sure Presidents understand the importance of club committees and their responsibilities.
- Your involvement in learning club goals and plans will provide insight into what is important in each club. If a club is struggling, your involvement will help clubs in meeting their goals.

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DG CLUB VISIT AG Checklist

Prior to DG Visit:

- Visit the club and recommend the President meet with their Board to discuss and prepare for the DG visit.
- Urge the wearing of name badges during DG visit and explain courtesies to extend to DG.
- Work with DG Aide to make sure arrangements such as lodging are made.
- Provide copies of DG Visit protocol and Preparation for DG Visit.
- Discuss with President any activities planned for during the Club visit and Board meeting visit, such as, awarding PHF pins, inducting a new member, or any other notable activity.
- Make sure they understand the club program for the DG visit is the Governor.

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Guide to Rating Clubs

Rate Clubs is a feature in Rotary Club Central that allows you to report Clubs practices, accomplishments, and weaknesses.

You and the DG should use this tool to leave comments about a club after each visit. You can comment on and view ratings for your assigned clubs only, the DG and Governor-Elect can do so for all clubs in the District. These ratings and comments will serve as a reference for you and your DG . Clubs will not be able to view them.

Only Assistant Governor's, District Governor and District Governor Elect has access to the Rating Clubs online program.

Ratings/Comments for each club in your Area are to be completed and due to DG on June 1st.

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RATING SCALE

Rating Scale to Rate Clubs in Club Central

Excellent: The Club is strong and vibrant, and members are consistently engaged in club activities.

Good: This club is informed and engaged but could increase its effectiveness.

Satisfactory: This club functions properly but could improve in several areas.

Needs Improvement: This club needs significant assistance.

Nonfunctional: This club has failed to meet the policy established by the RI Board for a functioning Rotary Club.

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Do you have any questions?

For assistance during this next Rotary year:

Nancy Ross

LTG Club Administration

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