

## **District 5020 District Governor Job Description**

### **Overview & Objective**

The District Governor is the sole officer of Rotary International in the District, is nominated by the District Nominating Committee and ratified by the clubs of District 5020 and is then elected by the Convention of Rotary International held approximately one year before the DG takes office. The DG is responsible for the proper operation of the District and for the achievement of the District goals and objectives. The District Governor leads the district, engages and inspires members, and promotes Rotary locally and globally.

**Term of Appointment:** 4.5-year progression – Six months District Governor Nominee Designate, Year 1 District Governor Nominee, Year 2 District Governor Elect, Year 3 District Governor, Year 4 Immediate Past District Governor

**Duties and Responsibilities:** The 4.5-year progression requires extensive travel.

### **District Governor Designate (usually a 6-month term):**

- Attends District Governor continuity meetings
- Attends Blue Denim event in January
- Prepares report and serves as a member of the District Council
- Keeps track of expenditures and submits to District Treasurer on a regular basis
- Attends District Training and Conference

### **District Governor Nominee (1-year term):**

- Attends District Governor continuity meetings
- Attends Blue Denim event in January
- Prepares report and serves as a member of the District Council
- Keeps track of expenditures and submits to District Treasurer on a regular basis
- Serves as a member of the DTA/Conference committee
- Attends District Training and Conference
- Attends GNATS (completes homework prior to attending) and Zone Institute (usually November)
- Attends Youth Exchange Committee Meetings as District Governor representative
- Attends Youth Exchange Events, where possible – schedule from Youth Exchange Chair
- Attends PETS Instructor Workshop (January)
- Attends PETS (February)
- Attends District Finance Committee meetings (online 3 per year)
- Attends RYLA Vancouver Island, if possible (usually in November)
- Attends RYLA in Washington State, if possible (usually in March)
- Appoints a Chief of Staff for DG year
- May be required to instruct President Elect class at DTA (PE's for DG year)
- Plans and co-ordinates Memorial presentation at District Conference
- Books facility for Conference in DG year
- Along with DGE, advertise and interview for upcoming vacancies on District Council (August for following Rotary year)
- Promotes attendance to the International Convention
- Organizes a District social event at the International Convention
- May be required to chair a special project or committee as assigned by District Governor

**District Governor Elect (1-year term):**

- Attends District Governor continuity meetings
- Attends Blue Denim event in January
- Prepares report and serves as a member of the District Council
- Keeps track of expenditures and submits to District Treasurer on a regular basis
- Serves as a member of the District Training and Conference committee
- Attends District Training and Conference
- Attends all District Foundation Meetings
- Attends GETS (completed GETS homework prior to attending) and Zone Institute (November)
- Attends District Training and Conference
- Attends International Assembly (January)
- Attends PETS Instructor Workshop (January)
- Attends PETS (February)
- Attends District Finance Committee meetings (online 3 per year)
- Attends OPCOM (PETS) meeting as a Board Member (July and October)
- Attends Rotary International Convention (June)
- Attends all District training meetings
- Responsible for all training – works in close partnership with District Trainer to co-ordinate DTA sessions and facilitates training opportunities for all new Assistant Governors and District Council Chairs (September)
- Submits names for PETS facilitators
- Organizes and facilitates all Pre-PETS meetings, along with AG's and District Trainer (September – November)
- Identifies speakers for Conference during DG year
- Contacts current AG's and Committee Chairs to ask if they want to continue to serve during your DG year
- Advertises and interviews for anticipated District Council vacancies along with DGN (July/August)
- Enters new AG's and Committee Chairs in My Rotary
- Ensures new District Council appointees have job description, position manual, name badge and are aware of all District Council and training dates
- Prepares District Directory for DG year, working with Public Image Chair
- Drafts a budget for DG year with support from District Finance Chair and District Treasurer
- Prepares a travel schedule for club visits during DG year
- Prepares and plans District goals in line with District and RI strategic plans to be implemented during DG year
- Keeps track of expenditures and submits to District Treasurer on a regular basis
- May be required to be chair of a special project or committee as assigned by District Governor

**District Governor (1-year term):**

- Monitors and reviews current District Action Plan to ensure stated action items are being addressed
- Organizes and prepares agenda for District Governor continuity meetings
- Organizes and attends Blue Denim event in January
- Sets agenda for District Council Meetings, along with District Council Chair (appointed by DG)
- Keeps track of expenditures and submits to District Treasurer on a regular basis
- Responsible for the District Conference, along with Conference Chair
- Attends District Training and Conference
- Attends Zone Institute (usually November)
- Attends Rotary International Convention
- Attends District Finance Committee meetings
- Attends District Training and Conference meetings

- Conducts, implements, or reviews district strategic planning with the governor-elect and governor-nominee
- Assists with strengthening of clubs
- Promotes the starting of new clubs
- Promotes membership growth and engagement by working with district leaders and club presidents to set realistic membership goals for each club
- Manages online membership leads with district membership committee chair, including promptly reviewing and assigning leads to clubs
- Supports the Rotary Foundation through promoting fundraising and grant activities
- Serves as a spokesperson for the District and Rotary when appropriate
- Helps the District Governor-Elect plan and prepare for incoming officer training meetings
- Conducts district events, including the district conference and a Vibrant Club workshop
- Supervises the district leadership team
- Reviews all grant applications forwarded from District Foundation Committee
- Encourages open communication among clubs, as well as between clubs and RI
- Officially visits each club (through meetings with one or more clubs), to raise awareness of important Rotary issues, supports struggling clubs, motivates club members to participate in service, and recognize members' contributions
- Communicates at least monthly with each club through District Newsletter or similar
- Transfers district files to the District Governor-Elect at the end of the DG year
- Reviews clubs' status with the district governor-elect before the International Assembly and offers recommendations for strengthening weak clubs
- Assigns the District Governor-Elect responsibilities related to committees, administration, or events
- Ensures the district nominations and elections are conducted according to the RI Constitution and Bylaws and other RI policies
- Inquires regularly about the activities of Rotarian organizations operating in the district
- Follows the District Governor Code of Ethics (Rotary Code of Policies Section 19.010.1)
- Performs such other duties as an officer of Rotary, where required
- Purchases recognition gifts for those leaving District Council

**NOTE:** The District Governor is an officer of Rotary International which means expenses directly relating to official club visits are reimbursable by Rotary International. The district covers some other expenses, while personal expenses may be incurred by participation in optional club charity events, which are not reimbursed (fundraisers, wine tasting, etc.)

**Immediate Past District Governor (1 Year Term):**

- Attends District Governor continuity meetings
- Prepares report and serves as a member of the District Council
- Keeps track of expenditures and submits to District Treasurer on a regular basis
- Attends District Training and Conference
- Prepares an expense report showing how the district has used the RI funding allocation, and submits to RI
- Assists Treasurer with preparation of required RI annual statement and report of District Funds
- Serves as a member of the District Finance Committee
- Vice Chair of District Nominating Committee

**Past District Governor: (year following IPDG)**

- Chairs District Governor Nominating Committee

**Qualifications:**

- Rotary membership for a minimum of seven years
- Service as a club president for a full term or been a charter president of a club having served the full term from the date of the charter to 30 June, for at least six month
- Ability to travel to/from Canada/USA
- Must be Youth Protection compliant and have taken District Youth Protection training

Preference:

- Prior experience as service as a Rotary District Council member
- Competent technology skills
- Effective verbal and communication skills
- Demonstrated ability to lead and facilitate
- Ability to articulate vision and goals for the District
- Experience working in Rotary Club Central
- Experience working in DACdb and Club Runner
- Demonstrated knowledge of the qualifications, duties, and responsibilities of governor as prescribed in the RI Bylaws and willingness to fulfill these duties
- Ability to manage expense accounts for allowable reimbursement by the district

**6-Oct-19**

**Updated April 18, 2023**