

DISTRICT GOVERNOR OFFICIAL VISIT GUIDELINES

District 5440

Once a year the District Governor makes an official visit to each club in the District. The schedule is posted on the district website

The purpose of the visit:

- To allow the District Governor to communicate with the club members;
- To be a useful counsellor to further the Object of Rotary among the clubs in the District and to assist those clubs that may need some guidance;
- To motivate Rotarians to participate in service activities to strengthen the programs of Rotary;
- Bring attention to important Rotary issues as they pertain to both the RI and District levels;
- Recognize the contributions of Rotarians in the club.

Process:

Prior to the District Governor's visit (preferably prior to December 1), your Assistant Governor (AG) will meet with your club officers to review the club's "**Planning Guide for Effective Rotary Clubs**" (see Official visits by AG – below). The AG will meet with the District Governor prior to the official visit to each club. Additionally, the AG will confirm with the club president the meeting schedule and arrangements.

1. Reconfirm at least one month in advance of the District Governor's visit to resolve any questions as to information, format of the visit and special requirements.
2. The District Governor is a guest of your club when making an official visit. Most importantly, communicate any special plans you have for the Governor so as to be sure it fits in with his/her other plans. Contact the Governor well ahead of time to confirm times and places, thus avoiding confusion and woes.

Meeting with the Club Executive or Board:

- This meeting takes place prior to or just after the club meeting and generally would last 1 hour; the meeting is presided by the District Governor; the Assistant Governor may wish to introduce the District Governor;
- Records that should be made available and appropriate copies made for the Governor are: copy of the **Planning Guide for Effective Rotary Clubs** (copies for each board member), current year's board members, budget, prior year's financial statement and copies of the club bulletin.

Lodging: The District Governor will advise you of the need for overnight accommodations. Home stays with Rotarians are desirable but the Governor has a lodging budget from Rotary International when a home stay is not convenient. Clubs are not expected to be responsible for lodging.

Viewing your Community and Projects:

If appropriate, please include a short tour for the District Governor and spouse of your community to include Rotary projects. It may also be appropriate as well to arrange for news media to cover the visit or to interview the Governor.

Meeting Procedure:

- The District Governor and spouse are guests of your club for the Rotary meeting.
- Your AG will offer to introduce the Governor and spouse if you prefer. The Governor's presentation is the program for the club and it is not appropriate to schedule any other program that day. Please verify with the District Governor whether a projection screen or other audio visual support is needed. .
- Encourage members to plan arriving early for the meeting or staying late in order to visit with the District Governor.
- Presentations to new Paul Harris Fellows, induction of new members, acknowledgement of a "Quiet Rotarian" and other honors are especially appropriate during the District Governor's visit and the District Governor should be asked to participate in such events.
- It is not appropriate to fine the Governor or AG, nor charge the Governor and spouse or the AG for meals.
- The club president and club board should fully comprehend that the District Governor is not there to tell a club how it should be run, but share ideas about growing and strengthening Rotary.

Gifts: Personal gifts are discouraged. Instead it is the Governor's wish that the club use club funds toward one of their projects, or make a contribution to PolioPlus or The Rotary Foundation on behalf of the Governor's visit.

Official Visits by your Assistant Governor:

- Your Assistant Governor will be meeting with club officers and boards prior to the start of or early in the Rotary year.
- Arrangements for these meetings should be a mutual agreement between the AG and the club president.
- The mutually agreed upon meeting should last no more than 2 hours during which the AG will meet with the club president, president-elect,

secretary, treasurer, members of the board of directors and committee chairs.

- During this meeting, the “***Planning Guide for Effective Rotary Clubs***” should be discussed.