

**District 9200:
Leaders Training Seminar
Kampala, Uganda
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Assistant Governors

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What are you?

- You are Assistant Governor, NOT Assistant District Governor...
- You are not elevated by your office: you are humbled by your office...
- You are a Guide not a Driver...
- You are not the local Governor..you are the local link between the Governor and the clubs..
- You are the local mentor for the clubs...
 - You do not have several clubs under you .. You belong to several clubs



Duties of the Assistant Governor

- Assist the District Governor with the administration of designated clubs
- To ensure that all designated clubs are effective
 - Membership development
 - Community service
 - Support the Rotary Foundation
 - Develop future Rotary leaders
 - etc



As Assistant Governor –pre 1st July

- Assist PE's to establish CLUB GOALS for the Year
- Assist PE's to complete the Planning Guide for Effective Rotary Clubs
- Ensure Planning Guides are submitted to the DGE before the District Assembly
- Ensure that all PE's and SE's attend PETS and the District Assembly
- Assist PE's to establish the Club Committee Plan i.e Organisation Chart



As Assistant Governor-After 1st July

1. Attend Club Assemblies of the clubs
2. Regular Club Visits (min qtrly)
3. Regular (joint) meetings with Club Presidents
4. Assist the Club to schedule and plan for the DG's official visit
5. Monitor Club progress against annual goals and communicate with the DG
6. Prepare Memo of Club Visits



As Assistant Governor-After 1st July

- 7 Promote attendance at District Conference, RI Convention, District Training Seminars
- 8 Promote and assist in special events (Foundation Dinners etc)
- 9 Assist Clubs with suggestions and solving problems
- 10 Advise Clubs on sources of Rotary resources
- 11 Ensure Clubs pay District dues and RI dues
- 12 Ensure Clubs submit "Monthly Membership Attendance Report"



The Official Visit

- Work with the DG and the Club to schedule the official visit
- Co-ordinate travel plans and DG's accommodation
- Provide DG with detailed visit programme in advance. (keynote address, old projects, inter club dinners.etc)
- Programme for the First Lady (Or First Gentleman!)
- Brief the DG on the Club's status and profile
- Advise DG on recognition & awards (in consultation with the club)
 - Ensure the official visit has maximum impact, maximum attendance, special events
 - Local media publicity



Working with Clubs (1)

- Your role is to assist, guide and enhance communications: Do not dictate or speak down to the clubs.
- Clubs are expected to welcome you, but they are not obliged to accept your advice. RI is an association of clubs. The District exists solely to serve clubs.
- Establish a collaborative relationship with club leaders, listen to their concerns, and be sensitive to local club conditions.



Working with Clubs (2)

- Be positive. Even in constructive criticism, always open with the positive aspects.
- Encourage self-evaluation and proposal of solutions by clubs – they will then own up, and own solutions
- Learn from the clubs; share the best practices of any club you visit with other clubs: this poses a positive challenge



• *THANK YOU*

