



Rotary District 7750 Expectations of Assistant Governors 2018-2019

1. Attendance at **ALL** training and workshop events for AG's:
 - AG Training Workshop -- **Saturday, December 9, 2017, 8:30 – 3:30** -- Greer
 - Membership Summit, **Friday, January 12, 2018, 9:00 - 3:30** - Greenwood
 - Pre-PETS – **February 10, 2018** -- Greenwood
 - PETS -- Thursday thru Saturday **March 15-17, 2018** -- Greensboro, NC
 - Monthly AG/DG Conference calls -- **First Tuesday of month, 5:00 - 6:00 pm**
 - DG Official Visit + 3 other club visits minimum/year -- Rate clubs with comments in RC Central following **each club visit**
 - Major district events, including **All Club Conference** and other training and fellowship events as necessary

2. Role and Responsibilities of AG:
 - a. Be a **Club Coach** -- Help them plan and execute successfully
 - Hands-on helping 2018-2019 Presidents Assess their Clubs (January/February 2018)
 - Strengths and Weaknesses
 - Historical successes and issues
 - Membership history
 - RI Foundation contribution history
 - Service Projects history
 - Sustainability – Identification and depth of future leadership
 - Help Presidents step up expectations of themselves -- let's do better than Status Quo
 - Membership – Become familiar with **GRAT**
 - Foundation
 - Service Projects
 - Sustainability
 - Hands-on helping Presidents with Club Plans if they can't get started or finished on their own
 - Help them develop and execute **intentional strategies with measurable goals**
 - Ideas – best practices, things that have worked for you and elsewhere
 - Encouragement
 - Keep them accountable** to their own goals
 - b. Be a **Club Communicator**:
 - Monthly **phone call or meeting** to follow up on Governor's Email to Presidents
 - Follow District Governor's Annual Timeline of activities and deadlines
 - Maintain and use a current Assistant Governor's Club Visit Checklist
 - Promote submission of District Newsletter articles
 - c. Maintain accountability for deadline dates:
 - PEs registered for Pre-PETS by Dec. 15
 - PEs registered for PETS by **Jan. 20**
 - Club Planning Guides in by May 15
 - Governor's Award in by June 1
 - Presidential Citation completed by June 30

Assistant Governor Expense Allowances for Rotary Year 2018-2019

Each Assistant Governor in District 7750 is eligible for reimbursement of up to \$400 per Rotary year to be used for the following items:

- Mileage at the rate of 53.5 cents per mile to attend club meetings and district functions (rate subject to change)
- Promoting and recruiting of new members (receptions, featured speakers, marketing material, etc.)
- Providing food for monthly/quarterly meetings with Presidents

The district has budgeted additional funds for AG's to participate in Carolinas' PETS in Greensboro, NC – Mileage, registration, single hotel room. AGs should plan to be in Greensboro Thursday noon through Saturday afternoon. Registration for Carolinas' PETS: <https://www.carolinaspets.org/>. Deadline to register is Jan. 20th.

All Assistant Governors are expected to attend the All Club Conference and the Foundation Event, neither reimbursable from the AG expense allowance.

Expense reports are to be submitted to the district treasurer with receipts attached using the expense form available under the "Forms and Publications" tab on the district web site (www.rotary7750.org). Submit your expense reports monthly so we can keep up with the budget line. **A completed expense report attached to an email is considered signed.**