



Assistant Governor's Annual Timeline 2022-2023

Month	Activities with Current President	Activities with President-Elect
January 2022 Vocational Service		<input type="checkbox"/> Promote Pre-PETS, February 12, 2022 <input type="checkbox"/> Assistant Governor Training January 8 <input type="checkbox"/> PETS Discount Ends on January 20 Last day for PETS discount <input type="checkbox"/> Confirm Registration for PETS -- watch www.carolinaspets.org <input type="checkbox"/> Confirm Election of President-Nominee, and promote PETS attendance <input type="checkbox"/> Help PEs complete Team Selection section of Planning Guide <input type="checkbox"/> Confirm registration for Pre-PETS <input type="checkbox"/> Attend future Zoom meetings <input type="checkbox"/> Jan. 31 – Contact PE for introduction and conversation
February 2022 Peace & Conflict Prevention/Resolution		<input type="checkbox"/> Feb. 12 – PrePETS; Participate with PEs/PNs <input type="checkbox"/> Feb. 15 – Last day to register for PETS <input type="checkbox"/> Remind PEs whose clubs are eligible that District Grant application is due April 30, 2022 <input type="checkbox"/> Face-to-face Planning sessions to start planning process <ul style="list-style-type: none"> • Help them with the Club Assessment section of Planning Guide
March 2022 Water & Sanitation		<input type="checkbox"/> Remind Clubs – Completed Grant report due March 30 <input type="checkbox"/> March 17 – Consider hosting your PE/PNs for dinner the evening prior to PETS (The District will reimburse you) <input type="checkbox"/> March 18-19 – PETS – with PEs, PNs and AGs – Greensboro, NC <input type="checkbox"/> Check on completion of Vision and Goals section of Planning Guide <input type="checkbox"/> Check to see if the current President is on target to meet deadline for final grant project report (deadline March 31) <input type="checkbox"/> Remind PEs whose clubs are eligible that District Grant application is due Apr 30, 2022
April 2022 Maternal & Child Health		<input type="checkbox"/> April 30 - Remind PEs whose clubs are eligible that District Grant application is due. Check to see if grant application is submitted. <input type="checkbox"/> Face-to-face review of Strategies and Action Plans section of Planning Guide
May 2022 Youth Services		<input type="checkbox"/> Encourage attendance at Awards/Installation event <input type="checkbox"/> Review Club Plans; negotiate club goals with District chairs if necessary. <input type="checkbox"/> Help with Club Budget, if needed <input type="checkbox"/> Membership and Foundation Goals in RC Central for 2021-2022 PE should submit Club Plan to AG by May 9 <input type="checkbox"/> Confirm club submits final version of Club Plan to District Administrator by May 16
June 2022 Fellowships		<input type="checkbox"/> Participate in Club Installation or Changing of the Guard meeting, if invited <input type="checkbox"/> Confirm Joint BOD meeting date – participate if invited <input type="checkbox"/> Remind Presidents/PEs to attend District Awards/Installation Banquet - June 16, 2022 – Lancaster



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2022-23 Year Begins		
July 2022	<input type="checkbox"/> Confirm BOD meeting schedule <input type="checkbox"/> Confirm goals entered into Rotary Club Central <input type="checkbox"/> Confirm approved budget in place <input type="checkbox"/> Visit each Club in your Area with message from RI President Jennifer Jones and Governor Joyce Morin <input type="checkbox"/> Confirm Club Budget is in place <input type="checkbox"/> Reminders about District events <input type="checkbox"/> Confirm and/or participate in Club Plan review w/BOD and Committee chairs <input type="checkbox"/> Encourage Club Assembly <input type="checkbox"/> Promote Membership Summits August 6 and 13 <input type="checkbox"/> AG/DG Call	<input type="checkbox"/> Meet and greet general membership
August 2022 Membership & New Club Development	<input type="checkbox"/> Membership Summits – August 6 & 13 <input type="checkbox"/> Rate clubs in RC Central after Club visit in Q1 <input type="checkbox"/> Confirm District and RI Semi-Annual dues paid <input type="checkbox"/> Run Member Compare in DACdb <input type="checkbox"/> Membership Month — Bring a Friend <input type="checkbox"/> Encourage clubs to hold Membership focused Club Assembly <input type="checkbox"/> AG/DG Call	<input type="checkbox"/> Work with PEs and PNs (as identified) <ul style="list-style-type: none"> • Get their commitment to Area Training • Get their commitment to RLI, Pre-PETS and Carolinas' PETS
September 2022 Basic Education & Literacy	<input type="checkbox"/> Review Membership Progress - refocus if needed <input type="checkbox"/> Remind Clubs to turn in TRF, Polio & CART funds <input type="checkbox"/> AG/DG Call	<input type="checkbox"/> Encourage Attendance of President-Elect at Review of Membership Progress
October 2022 Economic and Community Development	<input type="checkbox"/> Promote District Foundation Dinner and Grants Training on November 3, location TBD <input type="checkbox"/> Encourage Clubs to Celebrate World Polio Day on October 24 th with Area or Club Activities <input type="checkbox"/> Encourage clubs to elect at least PE/PN by November 30 and to elect Secretary/Treasurer by December 31 <input type="checkbox"/> Run Member Compare <input type="checkbox"/> AG/DG Call	<input type="checkbox"/> Promote Pre-PETS, February 2023 <input type="checkbox"/> Promote PETS, March, 2023
November 2022 The Rotary Foundation	<input type="checkbox"/> Club Visit (Q2) -- Rate clubs in RC Central <input type="checkbox"/> Promote registering RI Convention in Melbourne, Australia, <input type="checkbox"/> Confirm election of PE/PN by November 30 with data entered into DACdb <input type="checkbox"/> AG/DG Call	<input type="checkbox"/> Congratulate and introduce yourself to elected President Elect and President-Nominee. Help clubs identify and elect missing PEs and PNs
December 2022 Disease Prevention & Treatment	<input type="checkbox"/> Review Membership Progress with President and Board <input type="checkbox"/> Do Member Call <input type="checkbox"/> Remind Clubs to turn in TRF, Polio & CART funds <input type="checkbox"/> AG/DG Call	<input type="checkbox"/> Promote Registration for PrePETS - Watch the Backroom in DACdb <input type="checkbox"/> Remind PE about PETS March 2023 in Greensboro



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<p>January 2023 Vocational Service</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Promote Pre-PETS <input type="checkbox"/> Review Rotary Citation with President and Board <input type="checkbox"/> Review Governor's Award with President and Board <ul style="list-style-type: none"> • Remind them of accomplishment deadlines • Remind them of due dates • Help them score points <input type="checkbox"/> AG/DG Call 	<ul style="list-style-type: none"> <input type="checkbox"/> Confirm discount Registration Deadline for PETS <input type="checkbox"/> Confirm Election of President-Nominee, and promote PETS attendance <input type="checkbox"/> Help PEs complete Team Selection section of Planning Guide <input type="checkbox"/> Confirm registration for Pre-PETS
<p>February 2023 Peace & Conflict Prevention/Resolution</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Club Visit (Q3) -- Rate clubs in RC Central <input type="checkbox"/> Encourage Club for last-half membership push <input type="checkbox"/> Confirm RI Semi-Annual Dues Paid <input type="checkbox"/> Review Club Plan and Goals - help them refocus on intended strategies and action plans <input type="checkbox"/> Encourage them to register for the All Club Conference Columbia, SC <input type="checkbox"/> AG/DG Call 	<ul style="list-style-type: none"> <input type="checkbox"/> Participate with PEs/PNs in Pre-PETS <input type="checkbox"/> Remind PEs whose clubs are eligible that District Grant application is due April 30, 2023 <input type="checkbox"/> Face-to-face Planning sessions to start planning process <ul style="list-style-type: none"> • Help them with the Club Assessment section of Planning Guide
<p>March 2023 Water & Sanitation</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Work on and review Governor's Award applications <input type="checkbox"/> Remind Clubs – Completed Grant report due March 31 <input type="checkbox"/> Encourage them to register for the All Club Conference Columbia, SC <input type="checkbox"/> Encourage attending RI Convention in Melbourne, May 27-31 <input type="checkbox"/> Remind Clubs to turn in Foundation, Polio & CART funds <input type="checkbox"/> AG/DG Call 	<ul style="list-style-type: none"> <input type="checkbox"/> PETS – with PEs, PNs and AGs – March 2023, Greensboro, NC <input type="checkbox"/> Check on completion of Vision and Goals section of Planning Guide <input type="checkbox"/> Remind PEs whose clubs are eligible that District Grant application is due Apr 30, 2023
<p>April 2023 Maternal & Child Health</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Club Visit (Q4) -- Rate clubs in RC Central <input type="checkbox"/> Encourage President and Club to register for the All Club Conference, Columbia <input type="checkbox"/> AG/DG Call 	<ul style="list-style-type: none"> <input type="checkbox"/> Remind PEs whose clubs are eligible that District Grant application is due Apr 30, 2023 <input type="checkbox"/> Face-to-face review of Strategies and Action Plans section of Planning Guide
<p>May 2023 Youth Services</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Remind Pres. & Treasurer to send in TRF Contributions <input type="checkbox"/> Encourage attendance at Awards/Installation event <input type="checkbox"/> Encourage Governor's Award submission to AG by May 12 to District Admin by May 19 <input type="checkbox"/> AG/DG Call 	<ul style="list-style-type: none"> <input type="checkbox"/> Help with Club Budget, if needed <input type="checkbox"/> Membership and Foundation Goals in RC Central for 2023-2024 <input type="checkbox"/> Planning Guide due TBD
<p>June 2023 Fellowships</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in Club Installation or Changing of the Guard meeting, if invited <input type="checkbox"/> Complete Rotary Citation entries in Rotary Club Central <input type="checkbox"/> Review Foundation YTD reports against grant eligibility guidelines and club goals <input type="checkbox"/> Attend District Awards and Installation Event <input type="checkbox"/> AG/DG Call 	<ul style="list-style-type: none"> <input type="checkbox"/> Confirm Joint BOD meeting date – participate if invited <input type="checkbox"/> Remind Presidents/PEs to attend District Awards/Installation Banquet - June 2023 – DG-E Renee Stubbs's to plan