



## **District Governor's Visit Protocol**

Once a year, the District Governor makes an official visit to each club in the district, between July and December 31<sup>st</sup>.

### **The purpose of the visit:**

- To allow the District Governor to communicate directly with all Rotarians.
- To listen to the Club Leadership and gain a better understanding of their club. To provide helpful and friendly advice to club officers as requested and to answer questions about Rotary International and the District.
- To serve as a catalyst to help strengthen the programs of Rotary.
- To meet the requirements that Rotary International sets for serving in the office of District Governor.

### **Process:**

Prior to the District Governor's visit (preferably prior to July 1<sup>st</sup>), Assistant Governors (AGs) will meet with the club officers to review the Club's Goals and Objectives (see Official Visits by AG's below). The AG will "meet" with the District Governor prior to his official visit to each club in that area. Additionally, the District Secretary and Assistant Governor for the area will work with the club leadership to confirm the "meeting" and accommodation arrangements.

1. Reconfirm at least one month in advance of the District Governor visit to resolve any questions as to the 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 to the Governor and AG so as to be sure it fits in with other plans. Contact the District Governor, District Secretary and AG well ahead of time to confirm times and places to avoid confusion.
3. To be completed at least one week prior to the visit.
  - a. Club officers and committee chairpersons are updated in ClubRunner; this is vital due to correspondence sent from the leadership team and others.
  - b. Club members' profiles are updated: e-mail, telephone number, photo and etc.
  - c. Club Goals entered onto Club Central ([www.myrotary.org](http://www.myrotary.org))

### **Accommodations:**

The District Secretary will advise you of the need for an overnight hotel accommodation. It is the responsibility of the largest club in the area to arrange hotel accommodations for the DG at a convenient location. Your AG will help you coordinate with the other clubs, if they are being visited in the same week, as to avoid the need to change hotels/rooms each night. The club(s) will share equally in the expense. For various reasons the DG will



not stay in a Rotarian's home.

### **Viewing your community and projects:**

- If appropriate, please include a short tour or slideshow for the District Governor of your community to include Rotary projects.

### **Official Visit Procedures:**

#### **In-person visits**

- The District Governor and spouse (if attending) are guests of your club for the official visit. You are encouraged to include the spouses of the members at this special meeting, or perhaps have an evening meeting, which will include them.
- The Governor's presentation is the program for the club meeting, and it is not appropriate to schedule any other program that day. You should allow the DG a minimum of 25 minutes for the presentation.
- The Club President will introduce the AG. The AG will introduce the DG. It is suggested the club president follow Rotary tradition by leading Rotary members and guests to stand when the Governor is introduced and at the close of the meeting.
- Presentations of Paul Harris Fellow, induction of new members, and other honors to your members are especially appropriate during the Governor's visit. The Governor and District Secretary should be notified in advance of such events to prepare appropriately.
- Clubs are requested to discuss any contemplated changes for the official visits or the format with the District Governor and District Secretary so questions may be resolved early.
- The Governor will wish to meet with the Club Board and Committee Chairs before the Club meeting. This meeting usually takes place the morning of, or evening before the Club Meeting. The meeting is open to any member of the Club who wishes to attend. Please allow up to two hours for this meeting.

#### **Visit via Zoom Meeting:**

- One club from your area will be the host and the Zoom access code will need to be sent to the DG Eddie Bartnesky; please work and communicate with your AG in your area on this. The club meeting will be a joint meeting with all the clubs in an area.
- The District Governor and spouse (if attending) are guests of your club for the official visit. You are encouraged to include the spouses of the members at this special meeting.
- The Governor's presentation is the program for the club meeting, and it is not appropriate to schedule any other program that day. You should allow the DG a minimum of 25 minutes for the presentation.
- The Club President (Zoom host) will introduce the AG. The AG will introduce the DG. It is suggested the club president follow Rotary tradition by leading Rotary members and guests to use the "reaction" tools on Zoom and visually applaud.
- Presentations of Paul Harris Fellow, induction of new members, and other honors to your members are especially appropriate during the Governor's visit. The Governor and District Secretary should be notified in advance of such events to prepare



appropriately.

- Clubs are requested to discuss any contemplated changes for the official visits or the format with the District Governor and District Secretary so questions may be resolved early.
- The Governor will wish to meet with the Club Board and Committee Chairs before the Club meeting. This meeting will take place earlier in the week. Club Board meeting will be Zoom meeting and DG-Eddie will send access code. The meeting is open to any member of the Club who wishes to attend. Please allow up to two hours for this meeting.

### **Gifts:**

- Personal gifts are discouraged. It is the Governor's wish you use Club funds for your club's projects, or a donation may be made to PolioPlus or The Rotary Foundation to honor the Governor's visit.

### **Official visits and other visits by your Assistant Governor:**

- The role of the Assistant Governor is to assist you and direct you to District resources or Rotary International information. This person is not to be regarded as interference with the procedures or your club, but as a friendly advisor and liaison.
- Your Assistant Governor (AG) will be meeting with Club Officers and Boards prior to the start of your Rotary year.
- Arrangements for these meeting(s) should be a mutual agreement between the AG and Club President.
- In the District Leadership Plan your AG is expected to visit your club board meetings and/or club meetings over the year to provide support and information.
- Please consider your AG your guest at the Club meetings.

### **Special Events and Fund-raisers**

- If you wish to invite the District Governor and spouse to special events such as Club Anniversaries, club fund-raising events, or installation meetings, please consider them as your guests.

### **Governor's Spouse**

The Governor's spouse works and regrets that due to work obligations she will not be able to attend many of the daytime and out of area weekday club events.