

Governor-nominee Workbook



ROTARY INTERNATIONAL®

This is the 2009 edition of the *Governor-nominee Workbook*. This publication is produced by the Leadership Education and Training Division of Rotary International. If you have questions or comments, please submit them to:

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This workbook is designed to use during the zone-level governor-nominee training. If your zone does not conduct a governor-nominee training, you are encouraged to use the worksheets independently (please disregard the summary worksheets, which are intended for taking notes during the training meeting).

The worksheets in this workbook are designed for learning, planning, and reflection on your goals and tasks for your year as governor-nominee.

This workbook contains worksheets to help you prepare for your year as governor-nominee:

Session 1: District Governor-nominee Responsibilities

1. Summary
2. Responsibility Checklist

Session 2: Getting to Know the District

3. Summary
4. District Committees
5. District Planning Guide
6. District Observation Form
7. Strategic Planning Guide

Session 3: Financial Management

8. Summary
9. Financial Management Best Practices Checklist
10. Sample Financial Controls
11. Financial Management Case Studies

Session 4: Communication

12. Summary
13. District Communication Plan
14. Key Rotary Messages

Session 5: District Conference

15. Summary
16. District Conference Checklist

Session 6: Creating a Calendar

17. Summary
18. Your Calendar
19. Official Visit Observation Form

Worksheet 2: Responsibility Checklist

Review the recommended responsibilities for district governor-nominee and write in any additional responsibilities on the blank lines below. Check the box next to each of the responsibilities that you need more clarification on. For those you check, indicate your plan to learn more about the responsibilities.

- Beginning to prepare for the role of governor
NEXT STEP _____

- Fostering continuity by working with past, current, and incoming district leaders to support effective clubs
NEXT STEP _____

- Analyzing the district's strengths and weaknesses with background material provided by the immediate past governor, governor, and governor-elect
NEXT STEP _____

- Reviewing the district organization (District Leadership Plan) and club administrative framework (Club Leadership Plan)
NEXT STEP: _____

- Attending district meetings, when possible, at the invitation of the district governor or district governor-elect
NEXT STEP _____

- Participating in district committees or other activities, as suggested by the district governor or district governor-elect
NEXT STEP _____

- Selecting a site for the district conference to be held during your year of service, with the agreement of the majority of either the current club presidents or the club presidents serving in the governor-nominee's year
NEXT STEP _____

- Attending training in leadership skills, if available
NEXT STEP _____

- Attending district governor-nominee training, if offered, or seeking other training, if available
NEXT STEP _____

- _____
NEXT STEP _____

Worksheet 4: District Committees

Review the purpose, responsibilities, and qualifications for each district committee listed below. Think about Rotarians in your district who could be appointed to a district committee.

Committee	Purpose	Responsibilities	Qualifications
District conference	Plans, promotes, and implements the district conference	<ul style="list-style-type: none"> • Select the venue, and coordinate logistics. • Coordinate finances. • Promote conference attendance to new Rotarians and members of newly organized clubs. 	<ul style="list-style-type: none"> • Professional experience with meeting coordination or in the hospitality industry • Media, public relations, or marketing skills
District programs	Promotes and administers programs at the district level	<ul style="list-style-type: none"> • Determine local needs that could benefit from the program. • Identify areas for cooperation between club program activities and local non-Rotary service organizations. 	<ul style="list-style-type: none"> • Club-level experience with the program
Extension	Develops and implements a plan to organize new Rotary clubs within the district	<ul style="list-style-type: none"> • Identify communities without Rotary clubs. • Assist in organizing and establishing new clubs. 	<ul style="list-style-type: none"> • Demonstrated success in establishing new clubs
Finance	Safeguards the assets of the district's funds	<ul style="list-style-type: none"> • Prepare a budget of district expenditures. • Review the amount of the per capita levy. • Ensure that proper records of income and expenditures are kept. 	<ul style="list-style-type: none"> • Service as club treasurer • Profession with accounting or finance as a component
Membership development	Identifies, markets, and implements membership development strategies to achieve membership growth	<ul style="list-style-type: none"> • Plan, market, and conduct a district membership development seminar. • Work to achieve the district membership goal. • Coordinate districtwide membership development activities. 	<ul style="list-style-type: none"> • Active in inviting new members to join Rotary • Demonstrated success in implementing club membership programs
Nominating the district governor	Oversees the nominations of district governor	<ul style="list-style-type: none"> • Seek out and propose the best available candidate for governor nominee. • Select the method for choosing candidates. 	<ul style="list-style-type: none"> • Active membership in good standing in a club in the district

Committee	Purpose	Responsibilities	Qualifications
Public relations	Promotes Rotary to external audiences	<ul style="list-style-type: none"> • Encourage Rotary clubs to make public relations a priority. • Contact the media with newsworthy stories of district projects and events. 	<ul style="list-style-type: none"> • Club-level experience with public relations • Media, public relations, or marketing skills
RI Convention promotion	Promotes attendance at the annual RI Convention	<ul style="list-style-type: none"> • Attend club and district meetings. • Serve as a local resource for convention materials and information. • Identify potential attendees. 	<ul style="list-style-type: none"> • Attendance at one or more RI conventions • Marketing skills
The Rotary Foundation* Members chair eight subcommittees: Alumni Annual giving Grants GSE Permanent Fund PolioPlus Rotary World Peace Fellowships Scholarships	Promotes participation in Foundation programs and fundraising activities in the district	<ul style="list-style-type: none"> • Coordinate and evaluate Foundation activities. • Obtain input from club Rotarians before establishing district Foundation goals. • Assist in presenting a district Rotary Foundation seminar. 	<ul style="list-style-type: none"> • Club-level experience with The Rotary Foundation
Training	Oversees the overall training plan for the club and district leaders, under the guidance of the district trainer	<ul style="list-style-type: none"> • Conduct and evaluate needs assessment. • Coordinate logistics, budget management, registration, and evaluations. • Select and prepare training leaders. • Prepare and/or distribute materials. 	<ul style="list-style-type: none"> • Training, education, or facilitation experience

* One hundred districts will be participating in a pilot of a new grants structure for The Rotary Foundation. If your district is participating, refer to www.rotary.org/futurevision for more information.

DISTRICT PLANNING GUIDE

April 2011

This guide helps districts assess their current state and establish goals for the coming year. Complete this form during your year as governor-elect to develop goals for your year as governor. Work with your district leadership team to set the goals, which should help further your district's strategic plan. Review the goals throughout the year, and revise them as needed. Download a Microsoft Word version of this form at www.rotary.org.

District number: _____ Rotary year of office: _____

Name of governor: _____

Name of immediate past governor: _____

Name of governor-elect: _____

Name of governor-nominee: _____

STRATEGIC PLANNING

Current State

Does the district have a strategic plan in place? YES NO

If so, when was it last reviewed/established? _____

Future State

The district will focus on the following areas or strategic priorities:

1. _____

2. _____

3. _____

TRAINING

Current State

Number of Rotarians who attended

District team training seminar: _____ Presidents-elect training seminar: _____

District assembly: _____ District Rotary Foundation seminar: _____

District membership seminar: _____ District leadership seminar: _____

Club leadership development program: _____

Number of clubs with Rotarians appointed at the district level: _____

How does the district support club trainers? _____

The district will focus on the following areas of training and leadership development:

1. _____

2. _____

3. _____

DISTRICT ADMINISTRATION

Does the district have a communication plan in place? YES NO

When does the district's election process start for the following positions?

District governor _____ Council on Legislation representative _____ RI director _____

What is the district's election process?

Nominating committee Ballot at district conference Ballot by mail

Do you use Member Access at www.rotary.org? YES NO

How is the governor's monthly communication distributed? Mail E-mail Website

List all the social media networks the district uses (e.g., Facebook, YouTube, LinkedIn): _____

How often is the district's website updated? _____

How often does your district conduct fellowship activities? _____

How does the district involve the families of Rotarians? _____

Number of clubs that received the Presidential Citation last year: _____

What awards did the district receive last year? _____

List of awards the district gives out: _____

Future State

The district will focus on the following areas of district administration:

1. _____

2. _____

3. _____

FINANCE

Current State

How is the district budget prepared? _____

When was the budget approved by a majority of clubs? _____

When is the statement of district finances reviewed?

How is the district financial statement shared with clubs? _____

E-mail Mail Verbal report Website Other _____

Does the district have procedures in place to protect district funds? YES NO

Were appropriate tax documents filed with local government? YES NO

Is the per capita levy sufficient for district needs? YES NO

Future State

The district will focus on the following areas in finance:

1. _____

2. _____

3. _____

DISTRICT CONFERENCE

Current State

Number of participants: _____

Number of clubs in attendance: _____

List several highlights of the program: _____

Have the evaluations been reviewed? YES NO

Future State

During my year, the district will focus on the following areas for the district conference:

1. _____

2. _____

3. _____

RI CONVENTION PROMOTION

Current State

Is the RI Convention promoted in your district? YES NO

Have RI Convention materials been shared with clubs to promote the upcoming convention?

YES NO

About how many Rotarians from your district attended the last RI Convention? _____

Does your district website have a link to RI Convention resources? YES NO

Future State

The district will focus on the following areas of RI Convention promotion:

1. _____

2. _____

3. _____

PUBLIC RELATIONS

Current State

List district activities covered by the media and the type of media coverage (e.g., radio, newspaper, television):

Does your district encourage clubs to use RI public relations materials? YES NO

Does your district budget for public relation materials? YES NO

Did your district apply for public relations grants in the past two years? YES NO

Future State

The district will focus on the following areas of public relations:

1. _____

2. _____

3. _____

MEMBERSHIP

Current State

Current number of members: _____

Net membership growth in existing clubs during current year: _____

Number of male members: _____ Number of female members: _____

Number of clubs targeted to recruit younger members: _____

Number of clubs with 25 or fewer members: _____

Describe the district's strategy for incorporating innovative and flexible ideas for membership recruitment and retention into current practices: _____

Future State

The district will focus on the following areas of membership:

1. _____

2. _____

3. _____

NEW CLUBS (EXTENSION)

Current State

How many clubs have been chartered in your district over the past two years? _____

Which communities has your district identified as potential locations for new Rotary clubs? _____

How many years does a sponsor club work with a new club? _____

Future State

The district will focus on the following areas to increase its number of new clubs:

1. _____

2. _____

3. _____

THE ROTARY FOUNDATION

Current State (for nonpilot district governors-elect in 2011-12 and 2012-13)

Number of grants awarded:

District Simplified Grants: _____

Matching Grants: _____

Number of Ambassadorial Scholars: Nominated _____ Selected _____ Hosted _____

Number of Group Study Exchange team members: Nominated _____ Selected _____ Hosted _____

Number of Rotary Peace Fellows: Nominated _____ Selected _____ Hosted _____

Number of PolioPlus activities: _____

Amount contributed to Annual Programs Fund last year: _____ Current goal: _____

Amount contributed to Permanent Fund last year: _____ Current goal: _____

Number of Rotarians who are

Rotary Foundation Sustaining Members: _____ Paul Harris Fellows: _____

Paul Harris Society members: _____ Benefactors: _____

Major Donors: _____ Bequest Society members: _____

Arch C. Klumph Society members: _____

Number of Foundation alumni tracked by your district: _____

Future State (for nonpilot districts in 2011-12)

During my year, the district will focus on the following areas for:

Alumni

1. _____

2. _____

Grants

1. _____

2. _____

Group Study Exchange

1. _____

2. _____

PolioPlus

1. _____

2. _____

Rotary Peace Fellowships

1. _____

2. _____

Other scholarships

1. _____

2. _____

Annual Programs Fund

Contribution goal: _____ (Note: This should be the sum of club goals as reported on the Fund Development Club Goal Report Form.)

Permanent Fund

Number of Benefactors: _____

Number of Bequest Society members: _____

Number of Major Donors: _____

Current State (for pilot districts and all district governors-elect in 2013-14)

District qualified status: Qualified Pending Incomplete

Amount of District Designated Fund for a district grant: _____

Number of clubs currently participating in a district grant: _____

Amount of District Designated Fund for global grants: _____

Global grants

1. _____

2. _____

3. _____

The district held the following educational, promotional, and fundraising projects for PolioPlus last year:

1. _____

2. _____

3. _____

Number of Rotary Peace Fellows the district nominated last year: _____

Number of district's Rotary Peace Fellow nominees selected by the Trustees last year: _____

Amount contributed to Rotary's US\$200 Million Challenge last year: _____

Amount contributed to Annual Programs Fund last year: _____

(Note: This should be the sum of club goals as reported on the Fund Development Club Goal Report Form.)

Permanent Fund

Number of Benefactors last year: _____

Number of Bequest Society members last year: _____

Number of Major Donors last year: _____

Future State (for all district governors-elect starting in 2012-13)

Amount of District Designated Fund for a district grant: _____

Number of clubs you would like to involve in district grants: _____

Amount of District Designated Fund for global grants: _____

The district will concentrate on the following areas of focus:

Peace and conflict prevention/resolution

Maternal and child health

Disease prevention and treatment

Basic education and literacy

Water and sanitation

Economic and community development

Global grants

1. _____

2. _____

3. _____

Number of global grants still in progress: _____

The district will plan the following educational, promotional, and fundraising projects for PolioPlus:

1. _____
2. _____
3. _____

Number of Rotary Peace Fellows the district will nominate: _____

Rotary's US\$200 Million Challenge goal: _____

Annual Programs Fund contribution goal: _____

(Note: This should be the sum of club goals as reported on the Fund Development Club Goal Report Form.)

Permanent Fund

Number of Benefactors: _____

Number of Bequest Society members: _____

Number of Major Donors: _____

DISTRICT PROGRAMS

Current State

Number of Rotary Youth Exchange students: Hosted _____ Sponsored _____

Number of sponsored Interact clubs: _____ Number of Interactors: _____

Number of sponsored Rotaract clubs: _____ Number of Rotaractors: _____

Number of sponsored Rotary Community Corps: _____ Number of participants: _____

Number of Rotary Youth Leadership Awards (RYLA) participants: _____

Number of Rotary Youth Leadership Awards (RYLA) activities: _____

Number of Rotary Friendship Exchanges: _____

Number of service projects coordinated by the district (includes all Avenues of Service): _____

Number of Rotarians in the district participating in

Rotarian Action Groups: _____

Rotary Fellowships: _____

Future State

The district will focus on the following areas to improve district programs:

1. _____
2. _____
3. _____

Strategic planning goals

Training goals

District administration goals

Finance goals

District conference goals

RI Convention promotion goals

Public relations goals

Membership goals

New club goals

Rotary Foundation goals

The district will participate in the following Rotary Foundation programs and grants: _____

The district's Annual Programs Fund contribution goal is _____.

The district's Permanent Fund contribution goal is _____.

District programs goals

For the local community: _____

For communities in other countries: _____

Other goals

Worksheet 6: District _____ Observation Form

Use this observation form to take notes when you attend various events in your zone. Take new ideas back to your district and incorporate these best practices. If you are observing more than one meeting, print multiple copies.

Event _____	Date _____
Venue _____	Number of participants _____

EVENT ORGANIZER

Name _____	Phone _____
E-mail _____	

TOPICS

SPEAKERS

IDEAS

Worksheet 7: Strategic Planning Guide

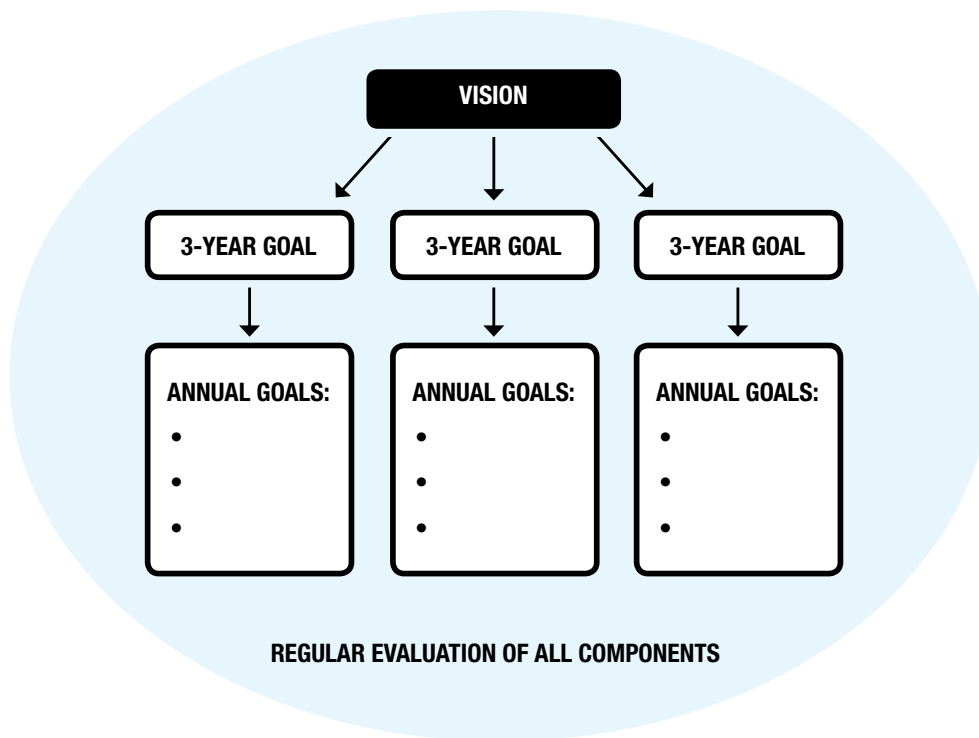


Strategic Planning Guide

Strategic planning helps individuals, clubs, and districts develop a long-range vision and serves as a framework for establishing goals. This guide and the accompanying worksheet provide clubs with a starting point for strategic planning. These resources can also be easily adapted for individuals or districts, and the worksheet can be completed independently or as a group. Facilitators should become familiar with this resource and prepare an agenda before conducting a strategic planning meeting. The agenda should allot the majority of time to the second and third steps of the process, which focus on the future, and less time to the current state of the club.

When conducting the strategic planning process, keep the following tips in mind:

- Include a wide variety of perspectives and consider all ideas.
- Involve past, current, and incoming club leaders.
- Have an unbiased facilitator or a small group of facilitators run strategic planning meetings.
- Reflect on how your club's goals align with those of your district and the RI Strategic Plan.



The Strategic Planning Model

Strategic planning involves creating a vision, with supporting goals that can be regularly evaluated and adjusted as needed.

Process

A strategic plan can be developed by completing the process below. Use the accompanying worksheet to record your ideas.

1. Where are we now?

- Describe your club’s current state.
- Brainstorm your club’s strengths and weaknesses.

2. Where do we want to be?

- Create a list of 5-10 characteristics that you would like to see in your club three years from now.
- Draft a one-sentence vision statement describing your club three years from now.
- Finalize the vision statement, making sure that all participants support it.

3. How do we get there?

- Brainstorm three-year goals that will help your club achieve the vision, considering:
 - Strengths and weaknesses of the club
 - Programs and missions of RI and its Foundation
 - Involvement of all members
 - Achievability in three years

- Prioritize the three-year goals based on participant consensus. As a group, decide on the top two or three goals that will have the greatest impact as your club works toward the vision.
- Identify annual goals that support each of the top three-year goals.
- Determine the deadlines, resources, and people necessary for meeting the first annual goal for each of the three-year goals.

4. How are we doing?

- Create a strategic planning team to regularly monitor progress and recommend revisions to the plan.
- Allocate sufficient resources for the plan’s implementation.
- Evaluate all decisions to make sure they support the plan, providing feedback to the strategic planning team on their implementation.
- Review the strategic plan annually, including the vision statement, three-year goals, and annual goals, and revise as needed.
- Repeat the full strategic planning process every three years to create a new plan or affirm the current one.

Strategic Planning Worksheet

Use the process outlined on the previous page to complete this worksheet and create your strategic plan.

1. **Where are we now?** _____

Today's date: _____

Describe your current state:

Strengths:

Weaknesses:

2. **Where do we want to be?** _____

Target date: _____

Key characteristics of future state:

Vision Statement:

3. How do we get there? _____

In order to reach the vision, the following goals must be achieved:

Three-year goals:

In order to achieve the three-year goals, the following annual goals must be achieved.

Note: There is no limit to the number of three-year or annual goals for your strategic plan.

Three-year goal 1: _____

Annual goals:	Deadlines:	Resources needed:
• _____	_____	_____
• _____	_____	_____
• _____	_____	_____

Three-year goal 2: _____

Annual goals:	Deadlines:	Resources needed:
• _____	_____	_____
• _____	_____	_____
• _____	_____	_____

Three-year goal 3: _____

Annual goals:	Deadlines:	Resources needed:
• _____	_____	_____
• _____	_____	_____
• _____	_____	_____

4. How are we doing?

List the actions that you will take to follow up on implementation of the plan:

Worksheet 9: Financial Management Best Practices Checklist

Completing the items on this checklist can help you ensure transparent and professional financial practices at the club and district levels. Make sure to share all pertinent information about local laws and regulations with clubs in the district.

- Register the club/district with the government, if required.
- Submit club/district tax documentation annually, if required by the local or national tax code.
- Set up club/district bank accounts appropriately, and assign two signatories to each account.
- Establish procedures for handling club/district funds.
- Develop a budget and follow it.
- Review the per capita levy, and ensure that it meets district needs.
- Make sure the club/district has a procedure for sending contributions to The Rotary Foundation and that each club has a procedure for sending dues to Rotary International.
- Be aware of local laws regarding donated funds, and make sure those laws are being followed.
- Have the yearly financial report reviewed by a qualified accountant who is not involved with the regular management of club/district funds.
- Ensure that the club/district has an effective way to learn about financial best practices and that these practices are passed on to incoming officers every year.
- _____

- _____

- _____

- _____

- _____

- _____

Worksheet 10: Sample Financial Controls

Financial controls help districts function smoothly, ensure that funds are managed properly, and help protect you and your district from allegations of fund misuse. Consider establishing the following financial controls if your district has not already done so:

- Include time for questions after presenting the monthly finance report to the district leadership team.
- Have the governor open and review all bank statements before giving them to the district treasurer.
- Review monthly bank statements, and reconcile transactions with district records.
- Require more than one signature on all checks and withdrawals.
- Update signature requirements as officer positions and other roles change.
- Divide financial responsibilities. For example, appoint different district officers to reconcile bank accounts, maintain the general ledger, and review financial statements, sign checks, and deposit and withdraw from accounts.
- Ask that the chair of an event sign for charitable expenses.
- Require district approval for operating expenditures over a certain amount.
- Establish term limits for your district treasurer position.
- Create a process to ensure that incoming treasurers transition smoothly.
- Develop a method for staying current on local tax requirements and changing laws.
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Worksheet 11: Financial Management Case Studies

Review the scenarios below and answer the corresponding questions.

Your district treasurer is starting to feel overwhelmed by the responsibility and is having trouble keeping up with all of the financial duties assigned.

How would you handle this situation?

What procedures might you change for this position in the future?

Part way through your year as governor, your district treasurer informs you that there is not enough money in your budget to cover some of the upcoming expenses for training meetings.

How would you handle this situation?

Who would you work with to solve this problem?

How would you ensure this doesn't happen in the future?

Worksheet 13: District Communication Plan

Think about the current flow of communication within your district. Draw or describe how information flows from the governor, committees, and assistant governor to the club and how information gets from the club to the governor. Is this current process working well in the district? What could be improved?

GOVERNOR —————> **CLUB**

ASSISTANT GOV. —————> **CLUB**

DISTRICT COMMITTEE —————> **CLUB**

CLUB —————> **GOVERNOR**

STRENGTHS

NEEDS IMPROVEMENT

Worksheet 14: Key Rotary Messages

These key Rotary messages can be incorporated into your public relations materials or public speeches.

Rotary is one of the largest and most influential international humanitarian service organizations in the world.

- Rotary's 1.2 million members worldwide belong to more than 33,000 Rotary clubs in more than 200 countries and geographical areas.
- As volunteers, Rotary members have been serving the needs of communities worldwide since 1905.

Rotary is a global network of business, professional, and community leaders.

- Through volunteer service, the women and men of Rotary build friendships and enlarge their circle of business, professional, and community acquaintances.
- Participating in international service projects allows Rotary members to connect with people from around the world and promote cross-cultural understanding.

Rotary promotes peace and international understanding through its educational and humanitarian programs.

- Rotary sponsors the largest privately funded international scholarship program in the world. Since 1947, Rotary has contributed roughly US\$500 million to fund 38,000 students from 100 countries. These cultural ambassadors use the skills they acquire through their studies abroad to help their communities.
- Rotary clubs promote peace by initiating thousands of humanitarian projects every year that address the underlying causes of social instability and conflict - such as hunger, poverty, disease and illiteracy.

Rotary's top philanthropic goal is to eradicate polio worldwide.

- Since 1985, Rotary members have donated their time and money to help immunize more than two billion children in 122 countries.
- To date, Rotary has contributed \$800 million and countless volunteer hours to fighting the disease.
- In 2007 and 2009, the Bill & Melinda Gates Foundation awarded The Rotary Foundation grants totaling \$355 million. In return, Rotary is committed to raising \$200 million by 30 June 2012.

Worksheet 16: District Conference Checklist

Use this checklist as a guide for planning your district conference. For more information, refer to the *District Conference Manual* (800).

- Become a member of the current district conference committee.
- Think about who you will appoint to the district conference committee and subcommittee responsibilities.
- Select a date, site, and hotel for the district conference. Obtain a written contract.

DATE: _____

SITE: _____

HOTEL: _____

- Create a draft program.
- Identify speaker, panelists, discussion leaders, sergeant-at-arms. Send them invitations to the district conference to ensure their availability.

- Plan your promotion strategies.

Date to send registration materials: _____

Date to send promotional materials: _____

- Secure adequate liability and property insurance.

Worksheet 18: Your Calendar

This checklist is designed to help district governors-nominee plan for their year.

The items listed below do not have fixed dates. Write the dates that you will schedule the items below and add them to the appropriate month on the blank lines provided. Use the blank lines in each month to add local events that are specific to your district.

Activities

- Have photographs taken.
- Order business cards.
- Attend district meetings.
- Attend training meetings convened by the governor-elect and the governor.
- Attend official visits made by the governor as invited (refer to worksheet 19, Official Visit Observation Form).
- Attend the governor's recognition events.
- Attend the RI Convention.
- Prepare both a short and long version of your resume to include on the district Web site or for introductions.
- Create or revise a district organizational chart.
- Write job responsibilities for each district position.
- Become familiar with district operating policies and deadlines.
- Set up procedures to track eligible expenses for governor-elect year.
- Become familiar with how your district handles its funds.
- Create files for each club in the district.
- Visit Web sites of clubs in the district as a way to identify potential leaders and learn about club projects.
- Prepare a brief presentation, a nondenominational invocation, and a new member induction ceremony to have on hand in case of last-minute requests to present.

District Meetings

- Assistant governor meetings _____
- Governor meetings _____
- District committee meetings _____
- District strategic planning discussion _____

- District conference planning meeting _____
- District conference _____
- District team training seminar _____
- President-elect training seminar _____
- District assembly _____
- District membership seminar _____
- Leadership development program _____
- District Rotary Foundation seminar _____
- District leadership seminar _____
- Rotaract district leadership training meeting _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Year as governor-nominee

July – New Rotary Year

- You're governor-nominee.
- _____
- _____

August – Membership and Extension Month

- Observe the district membership seminar.
- Observe the district Rotary Foundation seminar.
- _____
- _____
- _____

September – New Generations Month

- Attend your governor-nominee training, if offered, and Rotary institute.
- Begin planning the district conference for your year.
- _____
- _____
- _____

October – Vocational Service Month

- Accompany the governor on an official visit.
- _____
- _____
- _____

November – Rotary Foundation Month

- Observe a district conference and district leadership seminar.
- _____
- _____
- _____

December – Family Month

- Visit a club in your district. Consider volunteering in a service project.
- _____
- _____
- _____

January – Rotary Awareness Month

- _____
- _____
- _____

February – World Understanding Month

- Observe your district’s district team training seminar. Consider observing another district’s seminar.
- _____
- _____
- _____

March – Literacy Month

- Observe PETS on _____ March.
- _____
- _____
- _____

April – Magazine Month

- Observe the district assembly on _____ April or May.
- _____
- _____
- _____

May

- Observe another district’s district assembly on _____ May.
- _____
- _____
- _____

June – Rotary Fellowships Month

- Attend the RI Convention. Confirm dates at www.rotary.org.
- _____
- _____
- _____

July – New Rotary Year

- You’re governor-elect! You will receive your *District Governor’s Training Manual* with a detailed planning calendar for your year as governor-elect and governor.
- _____
- _____
- _____

Worksheet 19: Official Visit Observation Form

Bring this observation form with you when observing a governor's official visit. Recording brief comments and ideas will help you plan topics and activities for your official visits as governor.

CLUB NAME _____	CLUB PRESIDENT _____
ASSISTANT GOVERNOR _____	# of ATTENDEES _____

EVENTS DURING VISIT

- Charter night
- Induction ceremony
- New member orientation
- Citation or award program
- Rotary Foundation event
- Intercity meeting

TOPICS COVERED IN SPEECH

Use this section to observe the role of the club leaders, the assistant governor, and the district governor. Consider how you will plan your official visits?

CLUB LEADERS:

ASSISTANT GOVERNOR:

DISTRICT GOVERNOR: