

## Guidelines for President's Representative

1. The role of a President's representative to a district conference is to inspire and motivate district conference participants through formal presentations and participation in all aspects of the conference.
2. In preparing your addresses, please use the RI theme. Material for your addresses can come from your personal Rotary experience, RI literature, brochures, and Rotary magazines. Enclosed are copies of the President's speeches for your reference. You are also encouraged to check the RI website for additional ideas: [www.rotary.org](http://www.rotary.org) .
3. Through your addresses, personal contacts and participation in various events at the conference, actively promote attendance at the International Convention and extend the President's personal invitation to attend. The convention is a unique opportunity to learn more about Rotary's global concerns and in addition, experience the hospitality of the host country.
4. As RI does not maintain up-to-date photographs of all past RI officers, please send as soon as possible, to the district governor, a brief biography and photograph suitable for use in the conference program, news releases, or other publications.
5. Other ways you can contribute to the success of the conference:
  - a. You (and your spouse) should make every effort to meet as many Rotarians as possible during the conference so that they can share fellowship and friendship with you.
  - b. Be present throughout the conference and take an active part in the discussions at group meetings. Attend all plenary sessions, even if you are not involved in the program.
  - c. Be available to the district governor for any help and assistance he/she may need.
  - d. You should not interfere with the functioning of the conference, but do watch out for adherence to RI constitutional provisions and report to the RI President *in confidence* any infraction you notice.
6. Meet with the governor-elect (and spouse) and discuss aspirations. Suggest a special meeting of you and past district governors. Encourage them to work, within their clubs, districts and on an international level to improve the lives of those less fortunate. Also please emphasize how important the individual Rotarian is to Rotary and its future.
7. Please note in your report any past officers who could further serve Rotary, indicating their special areas of Rotary interest and expertise. We want to make the best use of past RI officers and their talent, skills and creativity.
8. Immediately following the district conference, please forward your completed reports to Rotary International, One Rotary Center, Office of the President, 1560 Sherman Ave., Evanston, IL 60201-3698.