

Rotary



Rotary District 6910 District Governor Visit Protocol

Purpose of the Official Visit:

Once a year, the District Governor (DG) is required to make an official visit to each Club in the District. The purpose of the visit is:

- Discuss RI President's priorities and highlight important initiatives of Rotary
- Discuss District 6910 priorities and goals
- Motivate club members to participate in club and district activities and service projects
- Recognize outstanding club projects and the work of individual Rotarians
- Discuss important club matters with club leaders

Process:

- Prior to the DG's visit, The Assistant Governor (AG) should prepare the Club President for the visit. The AG should let the DG know of any particular issues of which the DG should be aware.
- The DG is a guest of your Club when making his/her visit. Be sure to communicate any special plans, inductions, recognition ceremonies you may have for the DG so he/she is not surprised.

District Governor “OFFICIAL VISIT” Meeting Procedures:

- The AG, if present, should introduce the DG. If the AG is not present the Club President should introduce the DG. The DG’s bio is printed in the District Directory and located on the district website. This is to be used as a resource only. Create your introduction to fit the club’s culture and your personality.
- The AG should work with the club to develop an agenda that takes advantage of the opportunity to learn from the governor’s knowledge and experience. It should include:
 - Discussion of the club’s progress toward the goals it has set
 - Time for the club board to present on committee plans, activities and accomplishments
 - Recognition of the club’s projects
 - A report from the governor on important RI issues and district goals
 - Time for questions and open discussion
- Encourage members to arrive early for the meeting and to stay late in order to meet the DG.
- Presentations of Major Donors or Paul Harris Fellows, induction of new members and other honors are especially appropriate for such visits and the DG should be asked to participate in such events.
- This is not the time for the club’s regular board meeting and club business.
- It is not appropriate to fine the DG or to charge the DG or his/her spouse for the meal.



**ROTARY:
MAKING A
DIFFERENCE**

District Governor “Official Visit” Tips for Club Presidents

Below are some of the items you need to address as Club President in preparation for the District Governor Official Visit.

- Send Governor an agenda for their time with you, including any special recognitions you would like the Governor to present.
 - Make sure your contact information including cell phone and club



- address are correct in
 - Advise the Governor if there are customs and traditions unique to your Club that must be observed during the visit.
 - Keep your Assistant Governor in the loop and informed. He/She will attend the Board of Directors meeting with the Governor and any other events he/she is invited to attend.
- Assign the President-Elect or other Club Officer to meet and accompany the District Governor before and after the meeting and introduce the DG to as many of the club members as time will permit.
- At your discretion, present a gift to the District Governor which is representative of your community to commemorate the visit. Alternately, you may consider a donation to the Rotary Foundation’s Annual Fund in honor of the District Governor, for a Rotarian in your club that has not become a Sustaining Member for 2017-18.
- Plan a “Family of Rotary” meeting by inviting spouses, past members, Past District Governors, friends and potential Rotarians to the District Governor’s presentation.
- Plan for the DG to be the only program for the day and plan to allow 20-25 minutes for the presentation. Allow additional time for other presentations you would like the Governor to make. No other business is conducted during the “Official Visit”.
- Plan for the entire Board to meet with the DG for one hour.
- Plan to have the DG induct new members, present Major Donor recognition, award Paul Harris Fellows, Paul Harris Society

members, Bequest Society members, attendance awards, etc.

Please let the DG know in advance that you want to include this.

- In honor of the office of DG it is appropriate to have the members stand when the DG begins the presentation and again when the presentation is ended.
- To get maximum participation from club members encourage club leaders to promote the visit by:
 - Announcing the upcoming visit at weekly club meetings
 - Publishing announcements about the visit in the club newsletter; on the club website, and on social media sites
 - Arranging for recognition or awards to be presented by the Governor
 - Publish Governor's visit in local newspaper. The media news release template can be found on rotary.org.
 - Place the Governor Bio and picture in club bulletin.

Rotary

