

GOVERNOR VISIT PROTOCOL – 1 Page Summary

Meeting with the Board of Directors

- Hold the meeting in a location separate from that of the club meeting, if possible.
- This is not an ordinary BOD meeting. No ordinary business items.
- The Governor will orchestrate the meeting after you kick it off.
- Briefly summarize your vision for the club during your year.
- Chairs Report on their areas. Concentrate on Membership, Foundation and Public Image, but cover everything that is important to your club. Plan on using about half the available time.
- Expect the Governor to make comments and ask questions.
- Anticipate that the Governor's spouse, if with the Governor, may have a word or two to share sometime during the BOD meeting.

Meeting with the Full Club

- Ensure that there is no other program scheduled for the day of the Governor's visit. (The Governor's Presentation will be the Program.)
- Significant awards, presentations, & inductions by the Governor are OK and even encouraged; however, coordinate this in advance. No Surprises.
- The Assistant Governor will introduce the Governor to the club, after you first introduce the Assistant Governor. (A simple one- sentence introduction of the Assistant Governor by you will suffice.) All club members should stand in honor of **the office** of the District Governor. The District Governor is an officer of Rotary International - the only one in the district.)

Advance Preparation

(The AG, with input from the Club President, should send the following Information to the District Governor 14 days before the official visit.)

- Location(s) and times of meetings with club Board and the whole club, with directions.
- Signature club project(s) with a brief description.
- Fund raising project(s) identified for the year. List with date(s).
- Names of club members who have held district positions with position(s) and date(s).
- Will the Governor be inducting a new member(s) or presenting Rotary Foundation recognition(s) at the official visit? Identify and specify RF Recognition level.
- Other individuals or Information that Governor should be aware of for the visit.
- Key suggestions that should be made to this club by the District Governor.