

**Assistant District Governor Timeline  
District 6460  
Draft March 12, 2018**

As with all positions in Rotary, the Assistant Governor’s impact and efficacy is totally up to you. How much you give to the position and the relationship you develop with the Club Presidents in your area will be determining factors.

One of the keys to being an effective Assistant Governor is to communicate on a regular basis with your Club Presidents, Presidents Elect and (if they are in place) President Elect Nominees. Having a plan to work with these leaders is very helpful. This timeline can help as you develop that plan.

This document will describe suggested activities for an Assistant Governor in a chronological fashion. The timeline begins in fall of the Rotary Year prior to President’s Elect being installed as Presidents and follows them through the end of their term of office. Therefore, following the installation of Presidents, there is an overlap between activities related to the new Presidents Elect and the sitting Presidents.

An important role for the AG to play is to help the clubs understand the importance of leadership development and succession planning. This is especially challenging for smaller clubs. But when possible, the best practice is for a club to have a leadership plan that includes the immediate Past President, the current President, the President Elect and a President Elect Nominee.

The ideal progression from PEN to PE to President might look like this.

<b>RI Year minus 2</b>		<b>RI Year minus 1</b>		<b>Begin RI Year 0 (Presidential Year)</b>	
<b>PEN</b> Selected	<b>PEN</b> Attends PETS, etc.	<b>PEN</b> becomes <b>PE</b>	<b>PE</b> Attends PETS, etc.	<b>PE</b> Installed as President	DG Visit and other activities
Oct. – Dec.	Jan. - April	July 1	Jan. - April	July 1	July - December

The timeline that follows covers a Rotary Year from July 1 through June 30. Activities are labeled as follows:

- **AG:** These are activities that have a general relationship to the District and the assigned clubs in the AG’s area.
- **P:** Activities related to the currently serving Presidents in the AG’s area.
- **PE:** Anything related to the Presidents Elect in the AG’s area.
- **PEN:** Activity related to the selection and training of the Presidents Elect Nominees.

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**TIMELINE FOR ASSISTANT GOVERNOR ACTIVITY**

**IMPORTANT: IF YOU ARE AN ASSISTANT GOVERNOR ELECT AND IT IS NOW DECEMBER OR JANUARY, PICK UP THE TIME IN LINE IN JANUARY TO SEE HOW YOU CAN WORK WITH THE CURRENT AG TO PREPARE FOR THE NEXT ROTARY YEAR.**

**JULY: THE BEGINNING OF A NEW ROTARY YEAR**

- **NOTE: ALL PE'S SHOULD HAVE BEEN INSTALLED AS PRESIDENTS IN THE LAST WEEK OF JUNE OR FIRST WEEK OF JULY.**
- **DG: From July to December, the DG will be visiting all clubs in the District. It is important that you attend the meeting in your area when the DG is visiting.**
- **DG:** Begin promoting attendance at the District Conference. This is usually held in October or early November. The DGE should have announced the dates by this time.

**OCTOBER / NOVEMBER**

- **DG:** Attend District Conference
- **P, PE and PEN:** Encourage club leaders to attend District Conference
- **P:** Contact your clubs to insure they have selected a PE for installation the Rotary Year that begins the following July 1. (See the next point. If they had already selected a PEN, this step is already accomplished.)
- **P:** Encourage your clubs to also select a PEN for installation in Rotary Year that follows
- **DG:** Introduce yourself to PEs and PENS
- **P:** Be sure Presidents are aware of dates of Midyear Summit and District Assembly
- **PE, PEN:** Be sure PEs and PENS are aware of dates for PRE PETS Orientation, PETS, and District Assembly and understand the importance of attending.

**DECEMBER**

- Develop tentative plan for club visits in January to March

**JANUARY**

**(Note: if you are an Assistant Governor Elect, this is the point you should enter this timeline working with the current AG)**

- **P:** Presidents attend Midyear summit in conjunction with Pre-PETS
- **PE:** must attend Pre PETS Orientation
- **PEN:** encourage PENS to attend Pre PETS Orientation
- **PE:** Provide your PEs with a copy two documents from Midwest PETS
  - Club President Elect (PE) The Vital Few Key Activities - To Do Before you become Club President
  - Creating Your Club Leadership Plans
- **PE:** Communicate with PEs that you are available to answer any questions and to assist in helping them plan for their year

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**FEBRUARY**

- **AG:** attend the District Team Training Seminar with the DGE and her/his leadership team.
- **AG:** Take the time to understand the basics of the District budget and how it applies to AGs travel and expenses and to AG, PE and PEN attendance at the various meetings (Pre-PETs, PETs, Assembly, etc.)

**MARCH**

- **AG:** Develop tentative plan for club visits in April to June
- **AG:** Attend PETs: participate in AG training track, support PEs from your area and make them feel welcome.
- **AG:** Reemphasize your availability to assist PEs with planning process, setting goals and inputting goals to Rotary Club Central.
- **AG, PEN:** Be sure to visit with the PENs who attend. Remember, this may be their first contact with Rotary on this scale. Support both the information and motivation that PETs provides.
- **PE, PEN:** Emphasize the importance of attending District Assembly.

**APRIL**

- **AG:** Attend District Assembly
- **PE, PEN:** Attend District Assembly
- **AG:** Now that you have become familiar with the PEs for the coming year, heard about your DGEs plans for the year and heard from RI regarding the theme and plans, consider what your focus will be and what points of emphasis you maintain.
- **AG:** If you are planning to have periodic meetings of your presidents, discuss with them when and how to do this. Involve them in the process, make the meetings their

**MAY**

- **P, PE:** Discuss leadership transition with Presidents and PEs
- **PE:** Discuss with PEs their plans for their installation at their club meetings. Some clubs do this informally and others like to have a little ceremony. Offer to help and participate but remember that their club will do it their way.
- **RI International Convention will be in late May or early June.**
- **DG:** You will attend a meeting of every club at least once a quarter. Develop a tentative schedule for visiting club meetings in July to September and October to December.
  - You should already be aware of the DGEs tentative schedule for club visits. You will be in attendance to introduce the DGE at these meetings. Be sure to also attend the club board meeting that the DGE schedules in conjunction with these visits.
  - Find out if any of the clubs are planning special events or meetings for the coming Rotary Year. This could include club anniversaries, special social

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events, major fund raisers or projects. Take these plans into consideration when planning your schedule and be sure the DGE is aware of these.

**JUNE**

- **Attend the DGE's installation as AG. You will be installed as an AG for the coming year at this time.**
- **Attend each installation of the PEs as President for the clubs in your area. Be sure that the PE and the club are open to this.**

**JULY**

**Begin another Rotary Year at the beginning of the Timeline**