

Rotary



Land of Lincoln PETS

Rotary Districts 6490, 6510, 6560 and 6580



Land of Lincoln President Elect Training Seminar

Assistant Governor Training

March 19-20, 2022

- ▶ Welcome and Opening Activity
- ▶ Assistant Governor Basics and Best Practices
- ▶ Conflict Resolution and Overcoming Resistance to Change
- ▶ Working With Club Officers
- ▶ Forming and Resourcing Satellite Clubs
- ▶ Goal Entry and Rating Clubs in Rotary Club Central
- ▶ Keeping Information Current in DACdb
- ▶ Case Studies
- ▶ Practice Lab on DACdb and Rotary Club Central

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Coordinator
- ▶ Club Foundation Chair
- ▶ The Rotary Foundation
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Jennifer Stanfield

Central Indiana District 6560



- ▶ Assistant Governor Coordinator
- ▶ District Governor Nominee
- ▶ District Annual Fund Chair
- ▶ The Rotary Foundation Paul Harris Fellow +3
- ▶ 2020 Rotarian of the Year

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▶ The Rotary Foundation's 7 Areas of Focus



**Basic
Education
& Literacy**



**Maternal &
Child
Health**



**Peace &
Conflict
Prevention/
Resolution**



**Disease
Prevention
&
Treatment**



**Water,
Sanitation
& Hygiene**

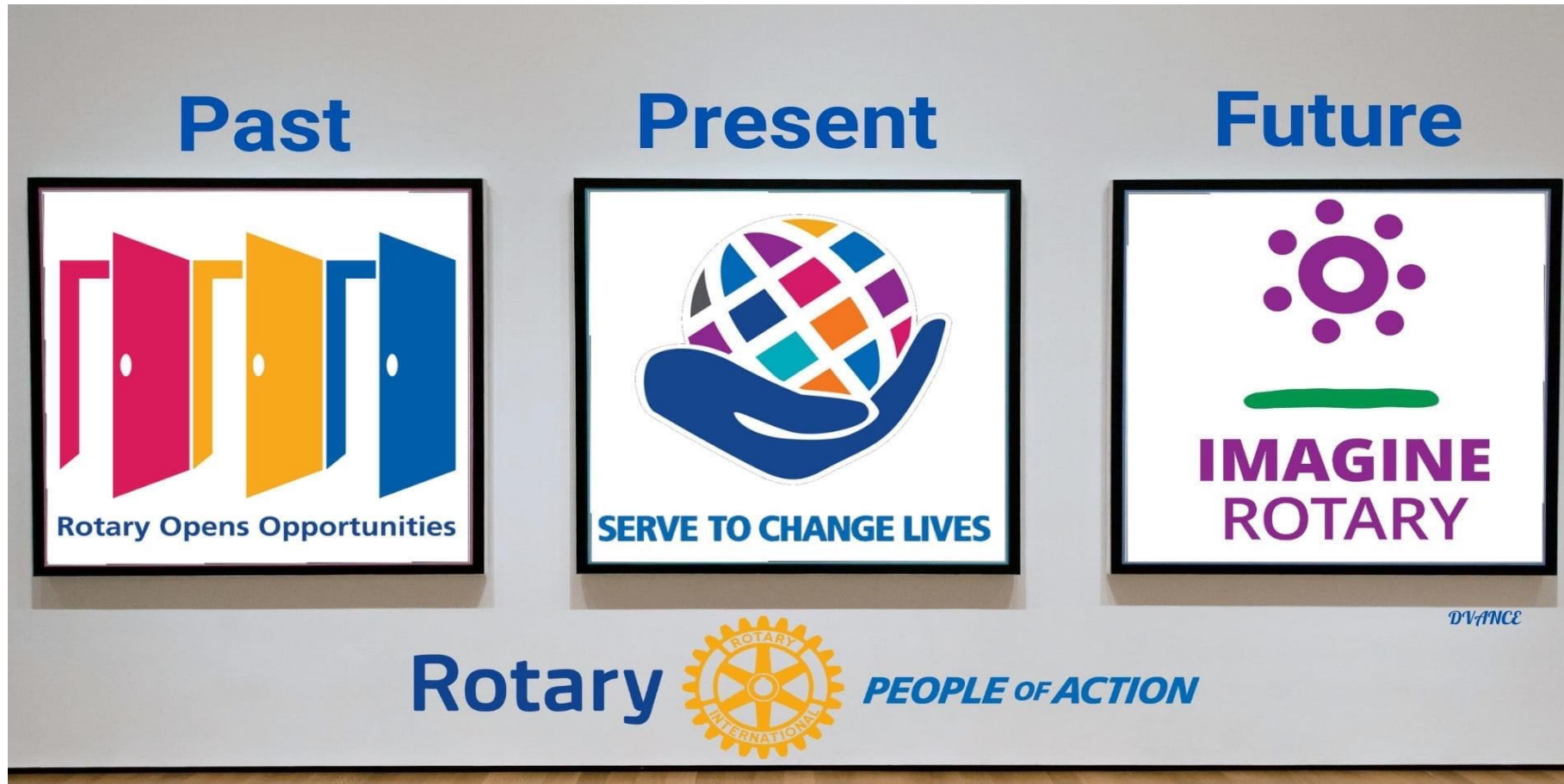


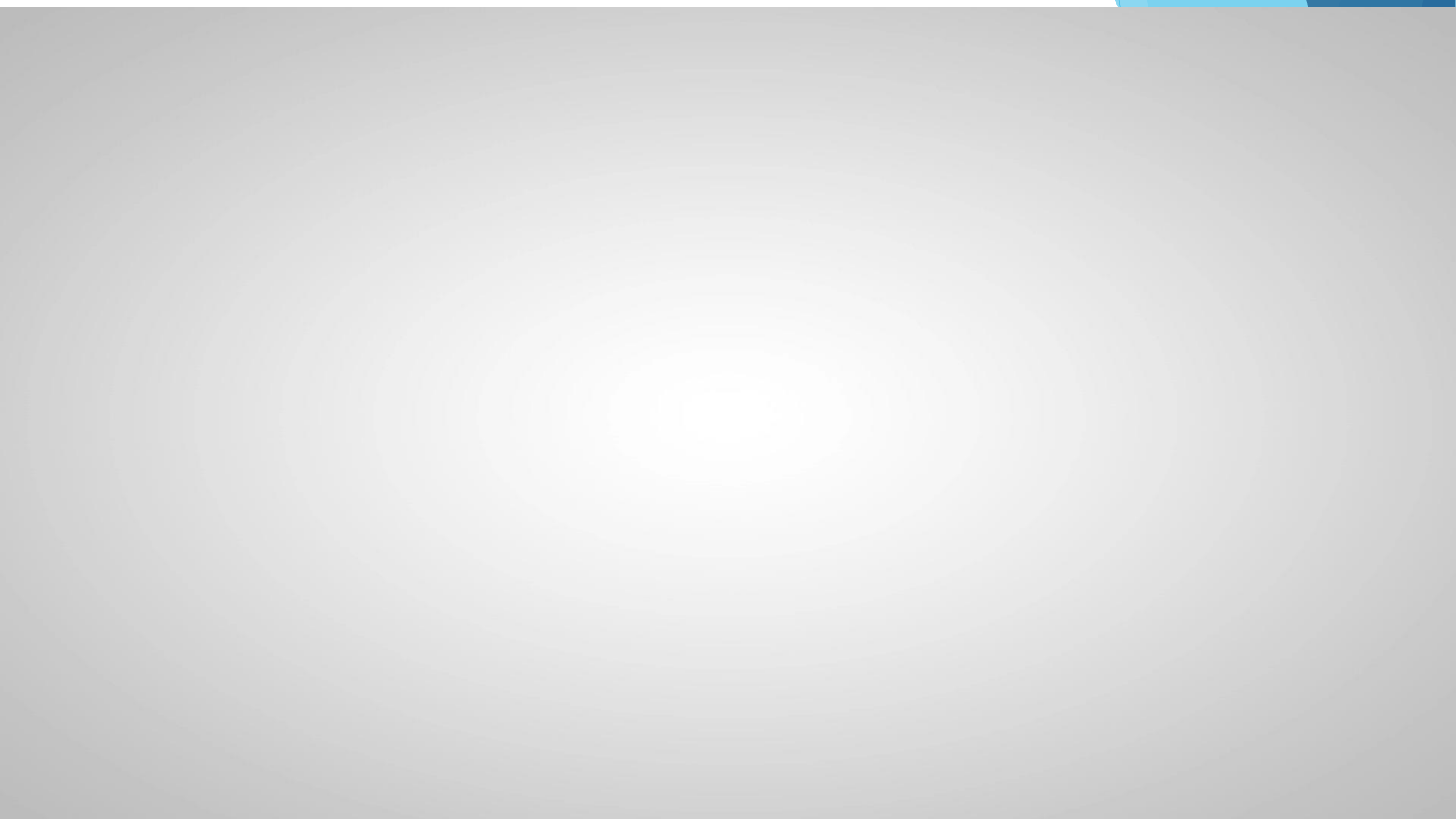
**Community &
Economic
Development**



**Support the
Environment**

▶ Rotary International President's Annual Theme



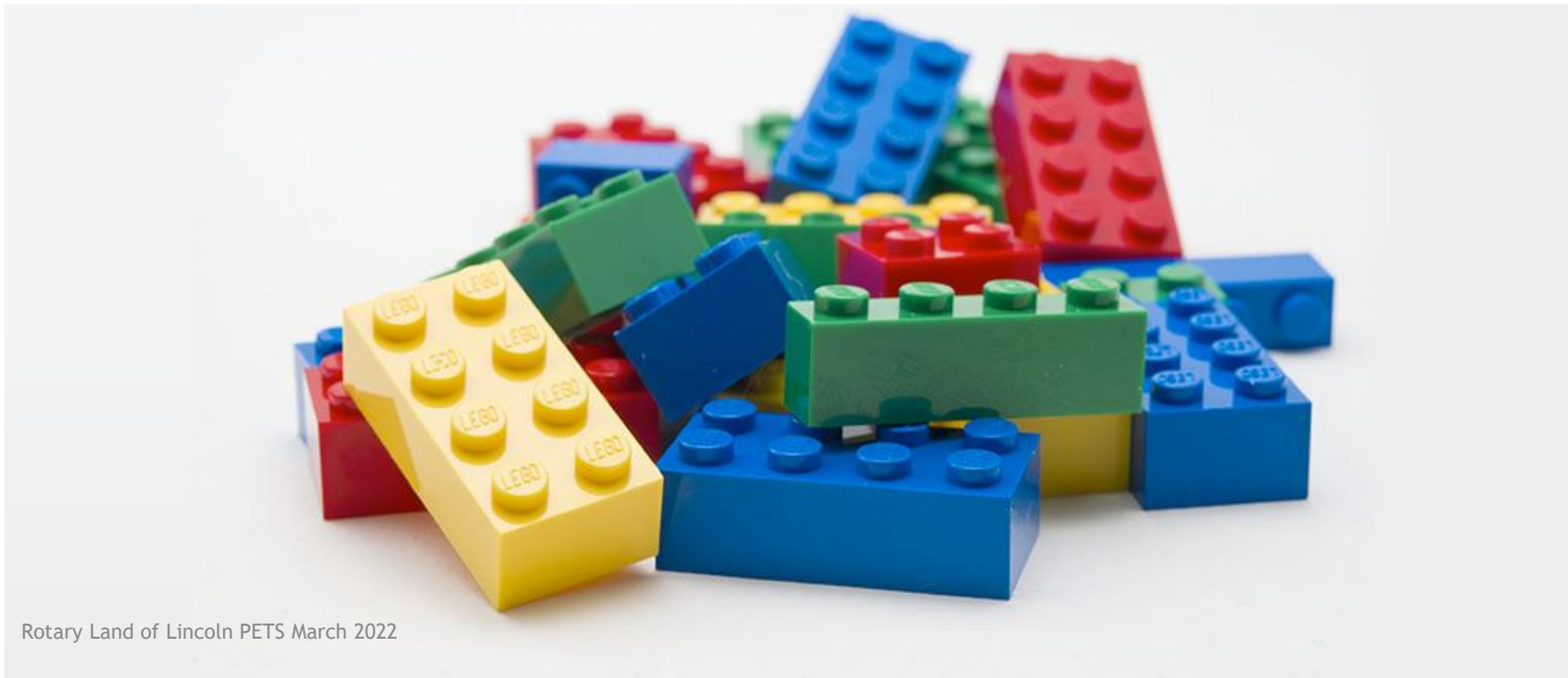


What is the Role of an Assistant Governor?

Rotary Land of Lincoln PETS March 2022

As Assistant Governor, you are the connection
between your clubs and the District.

The relationships you build with
club leaders make Rotary stronger.



Rotary Land of Lincoln PETS March 2022

Best Practices and Leadership



ASSISTANT GOVERNOR BASICS



- Talk with outgoing assistant governor
- Check clubs' progress online
- Attend training sessions
- Help incoming presidents set goals
- Schedule club visits
- Use timeline

Preparation Timeline

January-February (before taking office)

Understand the leadership roles that you'll be working with at the club and district levels. Try to meet the people who'll hold these positions during your year:

District Leaders

Governor

Governor Elect

Governor Nominee

Other AGs

Past District Governors

Club Leaders

Presidents

Secretaries / Executive Secretaries

Treasurers

Trainers

February - March (before taking office)

- ▶ **Work with your district leadership team:**
- ▶ Understand the structure of the district team and how its members support club committees.
- ▶ Determine a plan for communicating with your team.
- ▶ Discuss district goals with the governor-elect.
- ▶ Check with your district to see whether you'll have a budget for the year.
- ▶ Decide how online membership leads will be managed.
- ▶ Work with the outgoing assistant governor and the district team to make consistent, realistic, and long-lasting plans for supporting clubs.

February-March (before taking office)

- ▶ Understand how to use Rotary's online tools:
 - ▶ Resources in My Rotary under the Manage tab
 - ▶ Rotary Club Central
 - ▶ Online Membership Leads at the district level
 - ▶ Rotary Ideas
 - ▶ Rotary Showcase
 - ▶ Discussion groups
 - ▶ Brand Central
- ▶ Attend training sessions, including:
 - ▶ District Team Training Seminar
 - ▶ Presidents-Elect Training Seminar
 - ▶ District Training Assembly

- ▶ February-June (before taking office)
 - ▶ Work with the outgoing assistant governor:
 - ▶ Learn about each club's successes, challenges, and culture.
 - ▶ Get suggestions for working with these clubs
 - ▶ Find out what tools the assistant governor used to manage clubs
 - ▶ Ask about their approach to working with each club
 - ▶ Observe club visits with your predecessor before you take office
 - ▶ Get to know your clubs' strengths and weaknesses. Use this information to help plan your year:
 - ▶ Review their goals, achievements, and ratings in Rotary Club Central
 - ▶ Review membership, Foundation, club balance, and other reports in My Rotary
 - ▶ Read your clubs' newsletters and follow their accounts on social media
 - ▶ Assess your clubs based on their:
 - ▶ Operating structure and effectiveness
 - ▶ Overall strength, including membership, Foundation giving, financial situation, management practices, and stewardship
 - ▶ Work with your district team to create a plan for clubs that need the most attention and for those that are performing well.

- ▶ February-May (before taking office)
- ▶ Work with incoming club presidents during PETS
 - ▶ Build relationships so you understand their needs
 - ▶ Encourage them to identify their club's needs
 - ▶ Encourage club officers to create My Rotary accounts
 - ▶ Help them develop or refine their club goals and enter them in Rotary Club Central
 - ▶ Make sure current club officers add incoming club officers to DACdb and My Rotary
 - ▶ Discuss how the District and your clubs will manage online membership leads
- ▶ Schedule your club visits for the year:
 - ▶ Plan to visit each club at least once per quarter
 - ▶ Schedule your visits based on the club's needs
 - ▶ Ask the previous assistant governor how they scheduled their visits
 - ▶ Meet with your club presidents monthly, either in person or virtually, to stay current on their successes and challenges

▶ Ongoing Preparation for Assistant Governors

- ▶ Make sure that you are familiar with the latest Rotary initiatives, policies, and resources:
 - ▶ Subscribe to Rotary newsletters, including Rotary Leader
 - ▶ Visit My Rotary often for news, videos, and stories
 - ▶ Become familiar with resources available on My Rotary
 - ▶ Refer to Rotary's governance documents when you work with clubs on matters concerning policy. Your Club and District Support representative can also help

Resources



- PETS
- District Assemblies/Trainings
- District Conferences
- AG Basics – [Rotary.org/Learning Center](https://www.rotary.org/learning-center)
- Meetings/training sessions w/AGC and DG

ASSISTANT GOVERNOR CLUB VISIT PLANNER



This list will help you prepare for your club visits. Customize it based on the needs of your clubs and the types of visits you're making.

Before each club visit

- Review notes and action items from the last visit and communication with the president.
- Review the club's goals, achievements, ratings, and comments in Rotary Club Central.
- Review reports on My Rotary to understand membership, Foundation contributions, and other trends related to the club.
- Read the club's newsletters.
- See what the club is doing on social media.
- Ask your district governor for any other information to share with the club.

Add your own tasks:



BEST PRACTICES

Vary Your Club Involvement

Join in on

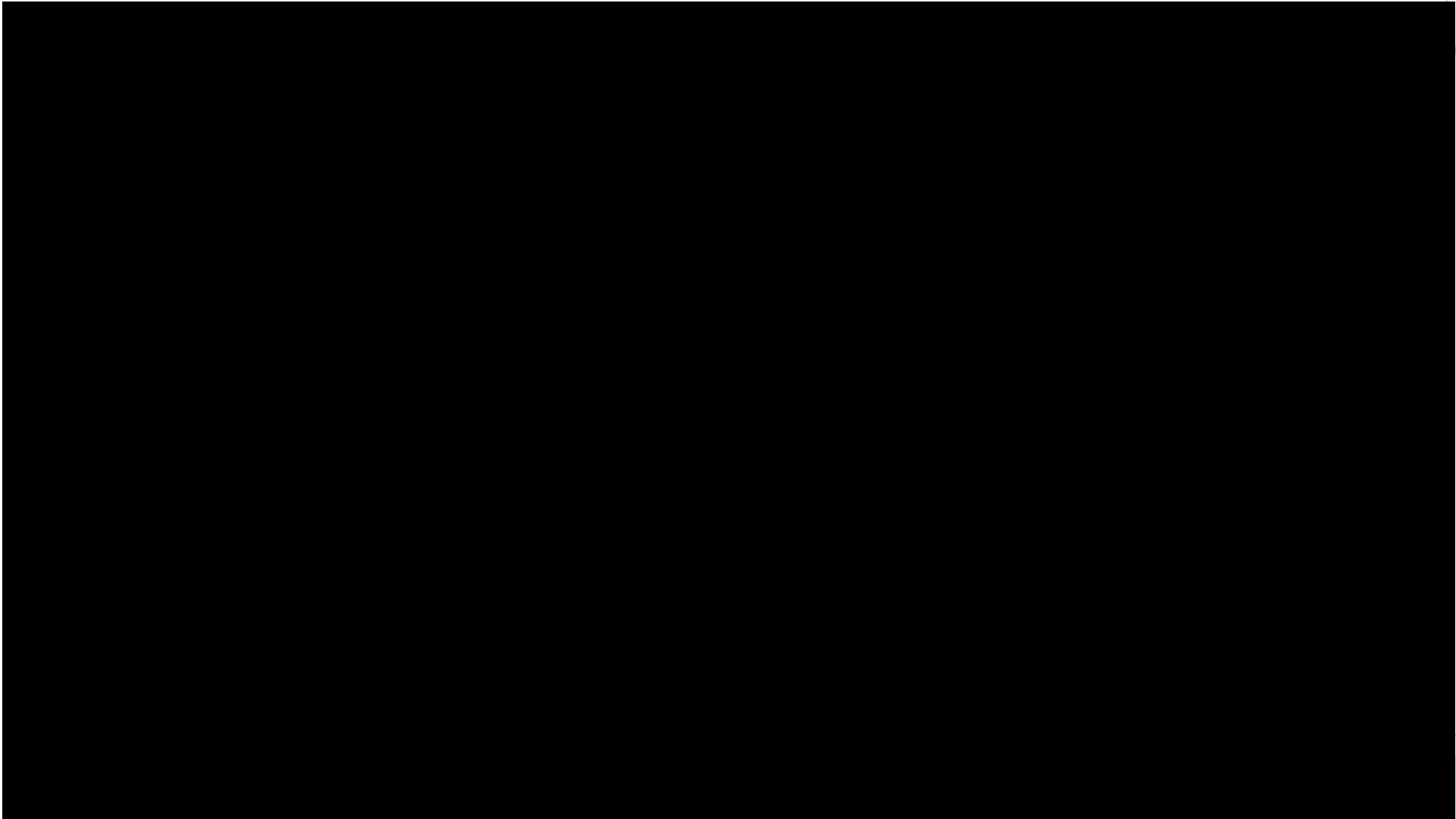
- Regular Meetings
- Board Meetings
- Club Assemblies
- Service Projects
- Fundraisers

Encourage

- Presidents' Councils
- Planning Sessions
- New Member Orientation
- Hybrid Meetings

District Governor's Official Visit

- Help clubs schedule and prepare
- Provide specifics
- Introduce DG at the meeting

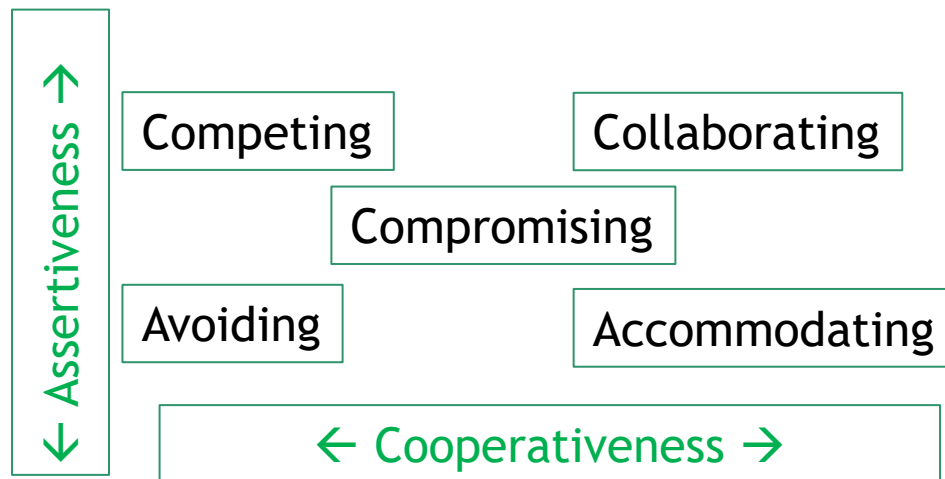


Conflict Resolution and Overcoming Resistance to Change

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The 5 Conflict-Handling Modes using the Thomas-Kilmann Assessment

- ▶ In conflict situations, we can describe a person's behavior along two basic dimensions: (1) **assertiveness**, the extent to which the individual attempts to satisfy his or her own concerns, and (2) **cooperativeness**, the extent to which the individual attempts to satisfy the other person's concerns.



Identifying Conflict Resolution Styles

- The Competitor
- The Collaborator
- The Compromiser
- The Avoider
- The Accommodator



Overcoming the Resistance to Change



Break Time!



Working With Club Officers

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Forming and Resourcing Satellite Clubs

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What is a Satellite Club?

- ▶ Part of and sponsored by an existing Rotary Club
- ▶ 8 members required for formation
- ▶ Meets specific needs
 - ▶ Different meeting time / day
 - ▶ Alternate meeting formats
 - ▶ May have specific cause or area of interest



How Does the Sponsoring Club Support a Satellite Club?

- ▶ One or more member(s) lead formation
- ▶ Include satellite leaders in club and board activities
- ▶ Attend and assist with satellite meetings, functions
- ▶ Approve members as they join
- ▶ Provide mentorship, guidance, advice as needed

Assistant Governor Training Scenario 1

A club within your area of responsibility is experiencing conflict in that the current president does not seem to have support from past presidents in the club for certain changes to meeting format and flow (We've always done it this way - why change?). This is causing conflict and is diminishing the current president's rapport with the board and some of the members of the club. The president is asking for your support - what do you do?

Assistant Governor Training Scenario 2

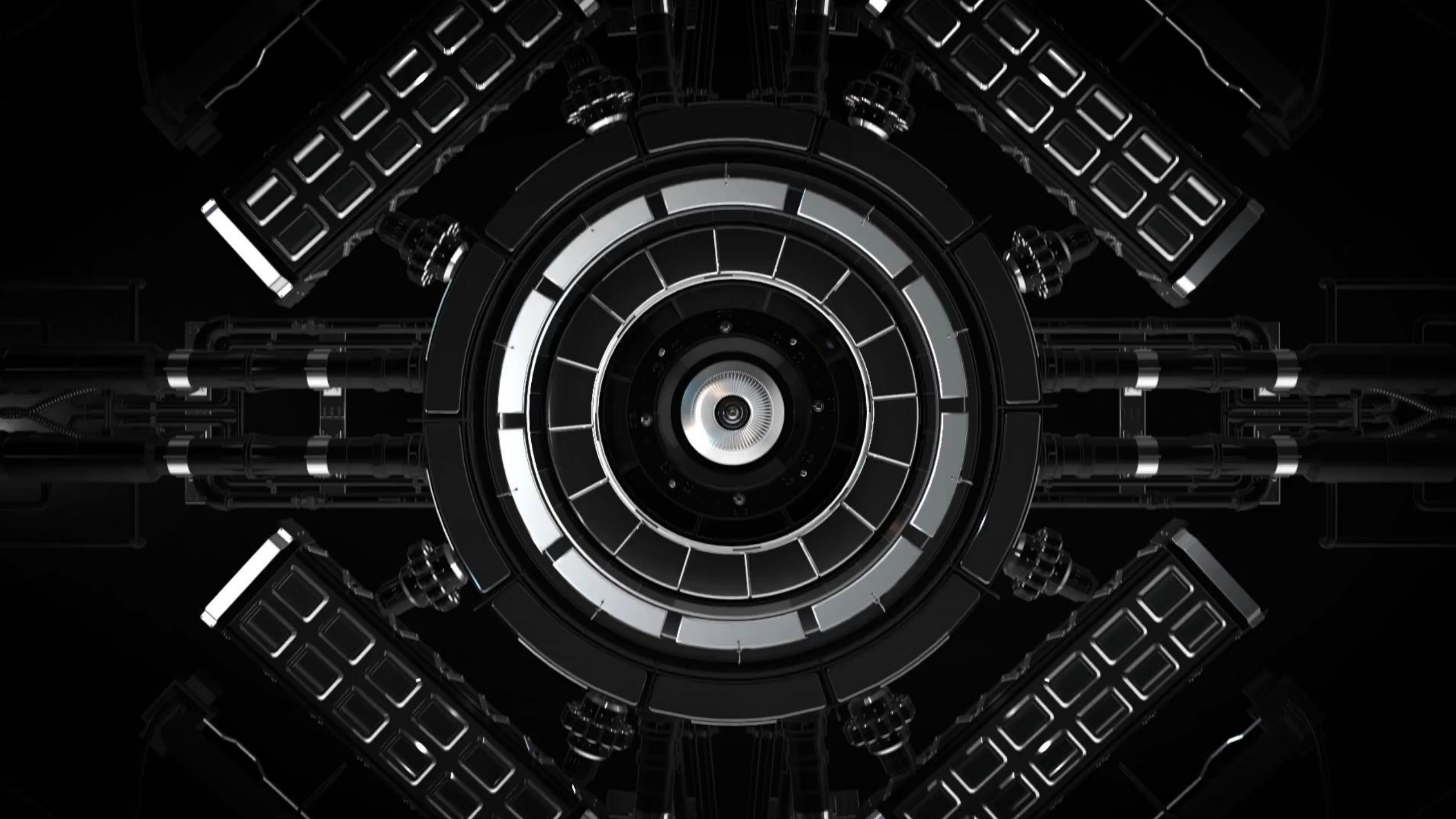
A club within your area of responsibility is not holding board meetings, evidently because they are not being scheduled/called by the president, and members of the board are asking for your help to get this situation rectified - what do you do?

Assistant Governor Training Scenario 3

A club within your area of responsibility is experiencing difficulty getting members to attend meetings after more than a year of Zoom meetings. What advice can you offer to help this club move forward?

Break Time!







YOUR KEY CONTACT – CLUB AND DISTRICT SUPPORT (CDS)

www.rotary.org/cds

Provides personalized service, training, and regional guidance on

- Rotary Resources and Services
- Administrative Procedures
- Board Policy and Rotary Constitutional Documents
- Navigating MyRotary.org and Conducting Rotary Business Online



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District 6510

My Rotary and Rotary Club Central for AGs


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English/Spanish

ZONE 29

DISTRICTS: 5610, 5630, 5650, 5680, 5710,
5950, 5960, 5970, 6000, 6220, 6250, 6270,
6420, 6440, 6450

ZONE 30

DISTRICTS: 6540, 6560, 6580, 6600, 6630,
6650, 6670, 6690

ZONE 31

DISTRICTS: 5750, 6460, 6490

ZONE 32

DISTRICTS: 7390, 7410, 7430, 7450

ZONE 33

DISTRICTS: 7280, 7305, 7360, 7545, 7570,
7600, 7610, 7620, 7630

CLUB AND DISTRICT SUPPORT AMERICAS

HOW WE WORK TOGETHER

Policy and Procedure

Through navigating the Rotary International Constitution, Rotary International Bylaws, Standard Rotary Club Constitution, Recommended Rotary Club Bylaws, the Rotary Code of Policies, and the Council on Legislation, we help you form a better understanding of Rotary.

Club and District Operations

Whether you are chartering a new Rotary club, adding a satellite club, or updating your club bylaws, we help keep you up to date!

Resource Connection

We know of the many resources offered by our organization as well as our fellow colleagues, and we are happy to connect you with whom and what you need.

DACdb for AGs



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DACdb Support**

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Recap of Assistant Governor Training:

- ▶ This session covered
 - ▶ Basics, Best Practices and Leadership
 - ▶ Identifying Conflict Resolution Styles
 - ▶ Overcoming the Resistance to Change
 - ▶ DACdb for AGs
 - ▶ Rotary Club Central for AGs
 - ▶ Next Steps for your year as Assistant District Governor

Feedback and Next Steps



- ▶ The Learning Center
- ▶ Be A Vibrant Club - Your Club Leadership Plan
- ▶ AG Prep Timeline