

# Rotary District 7610 Lieutenant Governor (LtG)

## Job Description

**Purpose:** To work with the District Governor to provide a more efficient and effective organization that optimizes communications, follow-up and accountability, thus ensuring more accountability for a stronger district. *District Governors are not required to use the position of Lieutenant Governor in their organizational plan for their year serving as DG.*

### **Qualifications:**

- ❖ A dedicated Rotarian who has shown understanding leadership and is a motivational leader willing to devote the necessary time to help make the district stronger.
- ❖ Preference should be given to those with
  - Strong organization and administrative abilities
  - Strong communication skills
  - An ability to work well with people
  - A willingness to learn
  - An ability to provide assistance to the District Governor in choosing appropriate team members
  - Empathy towards the needs of others
  - Strong coaching skills
  - Strong core values in line with those of Rotary International
  - The necessary, flexible time to devote to the position
- ❖ Available to serve a two-three year term based on the District Governor's needs and requirements. The final decision remains with the District Governor for the year serving.

### **Duties and Responsibilities:**

- ❖ Assist the District Governor in day-to-day functions
- ❖ Report directly to the District Governor
- ❖ Carry out the District Governor's vision for the district
- ❖ Monitor the District Governor's calendar for conflicts

- ❖ Assist in managing the fiscal responsibilities of the district including budget review prior to Finance Committee meetings
- ❖ Assist the Governor-elect in selecting district committee chairs
- ❖ Evaluate problem areas and offers solutions for the Assistant Governors and/or committees, and/or the club presidents/committees as needed
- ❖ Perform tasks that are delegated by the District Strategic Plan and the District Policies and Procedures Manual
- ❖ In his/her absence, act as Assistant Governor or committee chair as requested by the District Governor
- ❖ Serve with the Assistant Governor (AG) and Committee Chairs as a member of the “District Team” focused on supporting the clubs, AG team and committees
- ❖ Maintain communication among the DG, AGs, district committees, club presidents, appropriate committee chairs and their counterparts on the AG Team
- ❖ Provide support to the clubs in furtherance of their service to their communities
- ❖ Utilize the Rotary International, Zone, district leadership and committees as necessary to make the Rotary year the best learning experience possible for district and club leaders to include all Rotarians

**Additional Duties and Responsibilities:**

- ❖ Attend District Advisory Council quarterly meetings
- ❖ Attend all district training events and assists as required by the District Governor
- ❖ Assist in coordinating the following major events as requested by the District Governor:
  - District Training Assembly
  - Pre-PETS and PETS
  - Assistant Governor training
  - District leadership training
  - Membership seminar
  - District Conference

- ❖ Assist with:
  - Strategic Planning
  - Public Relations in support of the Public Image Committee
  - Updating the District communications plan
  - Some Zone related activities as required
- ❖ Assist in developing Rotary leadership among the following:
  - Committees
  - Assistant Governors
  - Rotary club presidents and committees
- ❖ Identify and recommends potential members of the district leadership team and AGs who could serve the District Governor and the clubs
- ❖ Participate in the selection Committee chairs

### **Special Responsibilities:**

- ❖ Arrange meetings with committees on a regular basis but not less than quarterly to discuss district goals, objectives and progress toward attainment
- ❖ Insure that the District Governor is aware of positive and negative growth patterns within the district and/or issues that need the District Governor's attention
- ❖ Encourage the district committee chairs and AGs to visit their clubs on a regular basis but not less than quarterly to offer assistance as needed and to act as a resource person
- ❖ Monitor the RI and district web pages to review the latest information available and brings this new information to the attention of the AGs and the district leadership teams as necessary
- ❖ Emphasize with the AGs, the district leadership team, and the Rotary clubs the need to promote district training, attendance at all appropriate district events including but not limited to the district conference and the RI convention

**Replacement:** The District Governor shall replace a LTG when he/she:

- ❖ Has served the designated two-three years
- ❖ Moves from the district
- ❖ Resigns from the position
- ❖ Is no longer effective, is physically incapable, or dies
- ❖ Becomes a District Governor-nominee and requests to be removed