

Recommended Preparation for District Governor's official visit

District Governor's Official Visit

One of your district governor's core responsibilities is to visit all clubs in the district, either individually or in groups, to provide support and present the update on district goals. This visit is an opportunity for your club to discuss your goals, achievements and concerns with the district leader. All club members should be engaged in district governor's visit by announcing a visit to the club's communications and asking members to provide information

To prepare for the visit:

1. Organize Club Assembly for the preparation of the visit and invite the Assistant Governor to attend that club assembly. The club assembly's minutes must be sent to District Governor at least 2 weeks in advance.
2. Input 6 current club officers (President, Secretary, Executive Secretary, Chair, Club Membership Committee and Chair, Club Foundation Committee) in Rotary Club Central.
3. Review, input your club's goals and progress toward its goals in Rotary Club Central. Reflect on member morale. Identify questions or concerns you want to discuss with your district governor.
4. Prepare documents (as identified in Guidelines for 3330 District Awards, Year 2025-2026, especially item: Club Administration), organize reports of committee plans, activities and accomplishments.
 - 4.1 Newly updated club's constitution and bylaws, in line with standards Rotary club constitution and recommended Rotary club bylaws.
 - 4.2 Current 3-years club strategic plans with annual action plans
 - 4.3 At least 2 bankbooks (one for club administration, another for club activities/service projects), bank account names by 2 or 3 persons and all transactions must be jointly authorized by 2 or 2 out of 3 persons.
 - 4.4 Reports of committee plans, activities and accomplishments.

Agenda During Visit

1. Please organize as your routine meeting, no special welcoming.
2. Please do not offer any gift or souvenir.
3. Agenda: Please inform District Governor in advance if the activities will be arranged, in the morning or afternoon.

- Activities in the morning:

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| 10:00 - 12:00 Hrs. | Activities |
| 14:00 - 15:00 Hrs. | Meeting with President, President-Elect, Club Secretary |
| 15:00 - 17:00 Hrs. | All club members attend the Club Assembly. The club president is the chairman and pursue District Governor's advice on plans and achievements through the Rotary Club Central |
| 18:00 - 19:30 Hrs. | Dinner (simple: single dish) regular club meeting, attendees: all club members, spouse and prospective members, speech by District Governor for 30 minutes, present pin to new member (if any), recognize the Rotary Foundation donor (if any). |

Remarks: 18:00 - 21:00 Hrs. - the club Board of Directors' celebration (if any).

- Activities in the afternoon:

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| 09:00 - 10:00 Hrs. | Meeting with President, President-Elect, Club Secretary |
| 10:00 -12:00 Hrs. | All club members attend the Club Assembly. The club president is the chairman and pursue District Governor's advice on plans and achievements through the Rotary Club Central |
| 12:00 - 13:30 Hrs. | Lunch (simple: single dish) regular club meeting, attendees: all club members, spouse and prospective members, speech by District Governor for 30 minutes, present pin to new member (if any), recognize the Rotary Foundation donor (if any). |
| 14:00 - 16:00 Hrs. | Activities |