

President – CNY Rotary Board of Directors, District Governor – District 7180

What you do

- Serve as the President of the Board of Directors of CNY Rotary
- Serve as the representative of Rotary International to the District
- Strengthen clubs, organize new clubs, and grow membership
- Promote cordial relations among clubs and between the clubs and RI
- Encourage contributions and other support for The Rotary Foundation
- Promote positive public image, issue a monthly district-wide communication and serve as spokesperson for the district
- Develop a safe environment for youth participants
- Provide for an official meeting, individually or in multi-club meetings, conducted throughout the year to take place at a time that maximizes the governor's presence for the purpose of:
 - Focusing attention on important Rotary issues
 - Providing special attention to weak and struggling clubs
 - Motivating Rotarians to participate in service activities,
 - Personally recognizing the outstanding contributions of Rotarians in the district
- Conduct district conference, training events and other meetings
- Ensure that district nominations and elections are conducted in accordance with RI Constitution, Bylaws, and Policies
- Prepare budget, provide annual report, and assist the District Foundation Chair to administer District Designated Funds
- Complete online district qualification and report promptly to RI as may be required by the president or the RI Board
- Inquire regularly about the activities of Rotarian organizations operating in this district
- Promote Friendship Exchanges, inter-country committees, Global Networking Groups, etc.
- Transfer continuing district files to the governor-elect
- Perform such other duties as are inherent as the officer of RI in the district.

How to prepare

- Governors are nominated by their club, or selected as the best qualified Rotarian who is available to serve as governor.
- Selected by the district nominating committee and clubs two to three years before taking office.
- Rotary member in good standing for 7 years. President of a Rotary Club for a full term. (unless excused by the RI board)

As governor-nominee:

- Complete courses for governors-nominee in the Learning Center
- Attend the governors-nominee training seminar
- Learn about the district
- Start planning the district conference
- Attend district and club events and meetings
- Select a District Trainer
- Develop the calendar of District Events with the Board of Directors.

As governor-elect:

- Complete courses for governors-elect in the Learning Center
- Attend the governors-elect training seminar and International Assembly
- Conduct training for incoming district leaders and club leaders
- Continue to plan the district conference
- Qualify district for Rotary grants and, with the District Rotary Foundation Chair, conduct grant management training
- Lead the Board of Directors in selecting Area Representatives (Assistant Governors) and committee chairs
- Work with the governor and district leaders to promote and update the district strategic plan
- Understand and abide by the RI and CNY Rotary District Bylaws, Policies and Procedures, and Code of Ethics
- Develop and present the District Budget with the CNY Rotary Board and Finance Committee
- Plan and prepare for CNY Rotary's participation in Multi-District PETS and District Training Assembly.

As governor:

- Complete courses in the Learning Center to help you manage challenges you may face while running your district

Resources & Reference - Tools & Rotary support

- Track your district's goals and progress in Rotary Club Central
- Take a course in the Learning Center
- Participate in RI discussion groups
- Outgoing and past governors
- Regional coordinators and Club and District Support representatives

FAQ for Serving as a CNY Rotary President / DG

These are among the most frequently asked questions about serving as President / District Governor for CNY Rotary. For additional information, please see the Rotary International (RI) Manual of Procedure www.rotary.org/RIdocuments/en_pdf/035en_full.pdf

Time Related Questions

- a. ***How much time is needed to serve as District Governor (DG)?*** To serve as DG, an individual will frequently need to be away from the daily operations of his/her business. The time commitment for DG and preparation years includes, but is not limited to Participation in:
- Meetings as the Chair of the District Board of Directors and with Special and Standing District committees, when DGE and DGN, as part of the governor orientation process; DG is de facto member of all district committees
 - International Assembly for Training as DGE (January)
 - Multi-District PETS in (March) annually as DG, DGE, DGN, DGND, **and IPDG**
 - District PETS Training and Multi-District PETS Operations Committee meetings as a DG, DGE, DGN, DGND **and IPDG**
 - District Conference and District Assembly annually as DG, DGE, DGN, and DGND
 - Zone 28-32 Institute as DG, DGE, and DGN (usually in Fall); Governor Elect Training Seminar (GETS) as DGE and DGN
 - District Leadership Seminar and Strategic Planning meeting(s) annually with the leadership team as DG, DGE, and DGN (usually in Spring); other strategic planning meetings
 - Official Rotary and Rotaract club visits (to individual clubs or club groups) as DG as prescribed by RI within the guidelines of the District Leadership Plan and responsibilities of DG (see RI Manual of Procedure) – **Club visits** may be **in-person or virtual**, combined for a joint meeting or special event) – Area Representatives (AGs) should attend and assist with the meetings with the club officers and board of directors
 - As a general guide, the cumulative time for completion of club visits has averaged about 3-6 months in the first half of the **Rotary** year
 - Optional visits with Youth Exchange, Interact, and Special Project Groups as DG
 - Foundation events, new club charter events, club anniversary celebrations, etc., as DG, DGE, and DGN
- b. ***Do I need to be retired to serve as Governor or can I continue to work?*** Although many past governors were retired, it has not always been the case. Your ability to stay involved with your business or complete periodic work assignments will vary based on your type of work and the specific arrangements you have made in advance with your employer.
- c. ***Is there time for family events or a vacation while I am DG or preparing to be DG?*** Even though the year as DG is intense, many governors have been able to take personal and family time when planned around Rotary responsibilities.
- d. ***Are there expectations when I am a PDG?*** Yes. The Rotary Manual of Procedure includes several required responsibilities as Immediate Past District Governor (IPDG). These include serving as chair of the District Governor Nominating Committee. PDG's are encouraged to continue serving the district and Rotary in leadership capacities in other ways after the DG year.

1. Financial. I understand there are many costs to serving as Governor. What expenses should I expect to pay myself? There are a number of costs associated with the responsibilities of the Governor. Rotary International and CNY Rotary District 7180 cover **the majority of the required** expenses. There are some expenses not covered, the majority of which are at the discretion of the individual.

a. Items Funded by RI

- RI adequately funds travel expenses, including accommodations, of the District Governor for club visits and the International Assembly. RI pays for spouse's expenses at the International Assembly if they attend these sessions.
- Expenses associated with putting on PETS as DGE (printing, communication, travel and accommodations), and attendance as DG is funded by RI
- Some office expense and communications expenses.
- Expenses of the District Governor to organize and attend the District Conference.

b. Items Funded by the District {up to an amount established by the adopted budget} per CNY Rotary By-Laws:

- Zone 28-32 GETS training for DG; DGN and DT(s)
- District Conference and Assembly for DG and partner, DGE, DGN, DG Trainer, from District funds expenditures relating to actual attendance not paid for by RI.
- Multi-District PETS for DG, DGE, DGN, DT(s) and AG's (**Area Representatives**)

3. Qualifications and Background. What Rotary experience and background should I have prior to serving as Governor? The Nominating Committee will review a candidate's experience at both the club and the district levels, as well as other applicable background and leadership experience.

a. A summary of RI's requirements for those nominated for DG (unless waived by RI):

Active membership in good standing of a functioning club in the district from which they are nominated

Demonstrated willingness and ability to fulfill the duties and responsibilities of the office

- Service completed as president of a Rotary Club for a full term.
- Membership in one or more Rotary clubs for a total of seven years at the time of taking office.
- Ability and commitment to meet possible additional requirements for taking office

b. Nomination by their club via resolution adopted at a regular membership meeting, signed and dated by the club president and the secretary, and submitted per the timeline outlined in the District Call for Nominations, or selection by the Nominating Committee as the best qualified Rotarian who is available to serve as governor

c. In addition to RI's minimum requirements, summarized below, **recommended** District experience prior to becoming a candidate includes:

- Service as AG or district committee chair(s), active service on district committees, especially recent leadership service
- Attend/Participate in District Conferences, District Assembly, and International Conventions, especially recent participation

4. What does a District Governor do? The governor is the only officer of RI in the district and is under the general control and supervision of the RI Board. The governor serves as the President of the Board of the CNY Rotary District Board of Directors and, with the Board, provides leadership and supervision of the clubs in the district. The Governor also ensures continuity within the district by working with past, current and incoming district leaders in fostering effective clubs. The governor is responsible **for the items on the position description document, the following activities, and any other** activities required by the needs of the district:

- **Plan** for and presiding at the district conference and assisting the governor elect in the planning and preparation for the presidents-elect training seminar and the district assembly.
- **Supply** to the governor-elect, before the International Assembly, full information on the conditions of clubs in the district with recommendation for strengthening clubs

5. Other Considerations. What other factors should I consider?

a. Good health. Rigorous travel schedules, sometimes in challenging conditions and for long periods of time, and intensive meeting and activity schedule requires excellent health and stamina.

b. Computer, basic software, and email required along with the ability to use it effectively. For significant amount of email, RI reports, data management, etc.

c. Partner/Family support. Those with partners and families should understand the commitment made for the period immediately prior and during the year of service. Family and work time is compromised. Having your partner travel with you can be a big help, for example, keeping track of appointments, commitments, etc. Some partners help as administrative assistants; some are able to take over other personal responsibilities to allow the DG more time. The decision whether the partner travels with the DG is up to the couple.

d. Support of the home club. Some clubs may provide monetary, in-kind or other types of support (e.g., toward DGN travel, office equipment or supplies, help with filing and similar tasks, transportation to and from the airport or other). The home club may also take some responsibility for the District Conference or help with other key initiatives of the Governor during the year.

e. Support system in the District. A number of PDGs are active and willing to help. There are some strong district committees that have built in succession, such as Membership, Youth Exchange and RYLA

f. District strategic plan and planning process. Helps to provide longer-range planning and processes that help flatten the "learning curve" for incoming DGs and include some planning functions so that the DG can concentrate on leadership and helping clubs. The Finance Committee helps with budgeting, Leadership Development with leader identification, Advisory and Strategic Planning with longer-term issues and Administrative committee with some district-wide administrative functions.

g. District consolidation considerations. Rotary Districts may consolidate with neighboring Districts. This factor will require flexibility and a willingness to adapt on the part of the District Governor. The selected District Governor may be responsible for a larger District and have a larger team. Depending on the timing, the selected DGND may serve as governor in a year other than **the year applied for.**

6. Application and Selection Process.

a. How do I become a candidate for District Governor?

Be nominated by your Club with a club resolution, and complete the DGND Nomination Form signed by your club secretary, along with your personal and Rotary resume as described in Item 3.

b. Is it true that I will need to apply several times before I am selected? If you are interested in being governor in the near future, we encourage you to submit your application now. Based on a number of factors, some candidates applied once and some more than once before they were selected. If you are interested and think you might wait, please be aware that several of our most successful governors were nominated more than once.

c. How will the selection be made? What information will be considered in the selection process?

Nominated candidates will participate in an interview process with the Nominating Committee as described in the Call for Nominations announcement. It may include several components. The Committee will utilize the information provided by the candidates in writing and discussed during the interview process, and other available information about the candidate's skills and background relevant to the position requirements and their past leadership experience.

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