

# **AREA GOVERNOR VISIT: A GUIDE FOR CLUB PRESIDENTS**

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## **❖ What is the purpose of the Area Governor visit?**

The purpose of the visit is for the Area Governor to discover ways in which he or she and other District Officers can serve your Club members best and help your Club achieve Distinguished Club status or better.

## **❖ How is this purpose accomplished?**

There are three stages in the process. Before the visit, the Area Governor will send you a copy of an Area Report of Club Visit Form (see attached sample). The copy is sent to you in advance to give you and your team of Club Officers, particularly your Vice President Education and Vice President Membership, the time to obtain the required information prior to the visit. During the visit, the Area Governor will observe and evaluate the quality of your Club meeting, meet with you and other Club Officers to review your Club Success Plan, discuss your Club's needs, and complete the Area Report of Club Visit Form. After the visit, the Area Governor will follow up on any questions or concerns expressed by the Club. This procedure allows the Area Governor to give feedback and assistance to the Club so that every member can learn, grow, and achieve.

## **❖ What is the proper protocol to follow during the Area Governor's visit?**

Here are some points to remember:

1. Educate Club members to address the Area Governor when they speak ("Mr. Area Governor" or "Madam Area Governor").
2. Allow time on the agenda for the Area Governor to give a 5-7 minute manual speech about Club success.
3. If a meal is served at your Club meeting, have the Club pay for the meal of the Area Governor.

Note that if the Area Governor is a member of your Club, the protocol applies only when the Area Governor is conducting an official Club visit.

## **❖ How do you make the most out of an Area Governor's visit?**

Be prepared. Ask your Club Officers to complete the information on the relevant portions of the Area Report of Club Visit Form prior to the meeting. Review with your Club Officers any questions or concerns your Club may want to discuss with the Area Governor. Try to get as many members and officers attend the meeting as possible. Give the Area Governor a list of paid members and Club Officers with contact information.