



GOVERNORS' GUIDELINES FOR PRESIDENT'S REPRESENTATIVES TO DISTRICT CONFERENCES

The RI President has personally chosen a representative to attend and participate in your district conference. The *Rotary Code of Policies* provides specific, required, responsibilities for districts while they host a president's representative. As the District Governor, you are asked to:

1. **Please accord the representative the same level of courtesy, respect and hospitality that you would provide if the President were attending your conference.** The representative will represent the President from the moment of arrival before the opening of the conference, stay for the full duration, and attend all plenary sessions. This includes introducing them to any audience before any other officer of Rotary.
2. Contact the representative no less than two months prior to their arrival to acquaint him/her with your district by generating your District's Fundraising Analysis Report and sending it to your President's Representative. Please also provide any other relevant information, including your monthly newsletters and other descriptive materials about your city, region, and Rotary service activities.
3. Engage the president's representative and partner, in local projects, club activities, and fundraising efforts that may coincide during the time that they are in the district, if possible.
4. As per RI policy, the representative has been asked to address your conference at least **two times**. Please design your conference program to accommodate these presentations.
 - a. A 20-25-minute major inspirational address at the time of maximum attendance, emphasizing the RI theme, and a report on the state of Rotary worldwide
 - b. Additionally, the representative is expected to make remarks at the conclusion of the conference (to demonstrate appreciation to the host district).
5. Rotary International will pay the travel expenses of the President's representative (and partner) to the conference. It is expected that your district will arrange and pay for hotel and other conference-related expenses. This may include the representative's lodging the night before the conference begins, the night (s) of the conference, and the night of the conference conclusion, in addition to meals. Please inform your conference chairman and treasurer.
6. As per RI policy, appoint an experienced Rotarian and his/her partner to serve as aides to the President's representative (and partner). The aides should meet the representative and partner at the airport and transport them to and from the conference venue. The aides also need to be available to assist whenever needed. **If the representative does not speak the district's language(s), please select aides that speak the representative's language, or, provide a volunteer translator.** Please provide the [Guidelines for Aides to RI Officers](#) to the Aide at the time of selection.

7. President's representatives are knowledgeable Rotarians who have experience in many programs and activities of Rotary. As you communicate with the representative, you will discover ways in which the representative (and the representative's partner) can make an important contribution to your conference.
8. A message conveying the President's greetings for your conference, as well as their official photo, is available [here](#) for you to publish in your conference program, if desired.
9. As RI does not maintain up-to-date photographs of all RI past officers, please kindly remind the representative to send you a photograph and biography.
10. Immediately following the conference, governors are to complete the confidential Governor's report via [MyRotary](#).

Specialized President's Representatives: If your district has been appointed a Specialized Representative for the 2023-24 Rotary year, this means that as well as adhering to the above guidelines you are also agreeing to additional responsibilities during their assignment:

- At least two months prior to their arrival at the conference, discuss what you would like to achieve or focus on with their specific involvement during the conference
- Organize a meeting with district leadership including, but not limited to, the District Governor, District Governor Elect, District Governor Nominee, District Governor Nominee Designate (if already identified), and the district chair and leadership in their area of expertise of the Specialized President's Representative. The timing of the meeting should be sufficiently long that it will provide a substantive dialogue on the area of expertise. During this meeting, the objective is to provide context surrounding the district's needs, defining your strengths and opportunities you are trying to address, and to help create a plan to strengthen help strengthen the clubs in your district.
- If possible, organize a meeting of club leaders attending the district conference for a question-and-answer period with the Specialized President's Representative focused on the area of expertise.
- If possible, organize an event in your district for club members and others who were unable to attend the district conference, but who might benefit from a meeting with the President's Representative.