

GOVERNOR'S JOB DESCRIPTION

Duties and Responsibilities:

1. He is the District representative on the International Board of Governors.
2. He is Chairman of all District meetings including annual conventions and interim meetings and the meetings of the advisory committee and/or executive committee.
3. He enforces the constitution, the by-laws and the resolutions of both the International and the District.
4. He appoints, advises, and instructs the District Secretary/Treasurer in his duties.
5. He appoints and advises District standing committees.
6. He formally reports to the District and International conventions.
7. He transmits to the International Secretary-Treasurer a statement certifying the standing of all clubs in the District.
8. He causes to be published the District bulletin at least four times during the year.
9. He is the chief ceremonial officer of the District.
10. He is the chief executive/administrative officer of the district.
11. He involves Lieutenant Governor(s) as much as possible to prepare them for when they become Governor.

Ceremonial Responsibilities:

The role and responsibilities of the District Governor are similar to those of the president in a republican system, or the combined functions of royalty and the Prime minister in a monarch.

The ceremonial function tends to be the "fun" part of the job, and is certainly the job which you will be known and noticed by most Gyros.

The Governor is the number one man, and his wife an important consort. As you move from function to function and club to club you will find the members are happy to meet you and anxious to discuss Gyro affairs.

You will obtain greater coverage at functions if you and your wife split, she going one way, you another, but both of you representing the Governor's office.

Remembering names is an important attribute. Name tags are an assist; do not be embarrassed to have to glance to them. You cannot be expected to remember all names all the time. It will help to have a Gyroscope directory with you; in fact, many Governors find it useful to have one at home, one in the office and one in the car. Many clubs print their rosters on their bulletins or have separate directories. Refer to these sources prior to your visit and you will be surprised how many names you can recall.

You will be required to some public speaking. As with anything, preparation is important, as is the development of a delivery style that represents you. Some important public speaking tips are the following:

1. Check the time allotted to you with the master of ceremonies or chairman. Respect your audience and chairman.
2. Speak into the microphone and maintain eye contact with your audience. You will probably find it more effective to use a hand-help microphone in accomplishing these objectives. If possible review the sound system before the event.
3. Be to the point/on topic in your remarks.
4. Humor helps. Anecdotes, vignettes, and a light hearted approach will be effective.
5. Recognize people in the audience where appropriate, using names as much as possible. Use analogies, and report upon your own experiences. Both of these will personalize your message.
6. Watch out for alcohol. No one respects a speaker who does not respect himself. Remember, you do not speak better after drinking, you only think you do.
7. Treat the fraternity and your audience with dignity and respect.

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8. When you are speaking of the Fraternity, have a basic knowledge of its history and philosophy.
9. If you are speaking to a club, learn a bit of its history. In particular, its Charter date, charter members in attendance, Past Governors or International Presidents, past conventions hosted, or other significant contributions can all be mentioned during your talk.
10. Note your key topics in point form to avoid forgetting important matters. A small card or piece of paper that will be held in one hand will be a real asset.
11. During formal proceedings such as installations:
 - Remember officers' names (and wives) and their positions
 - Remember the charge you are asking the individual to respond to.
 - Recite it clearly and slowly; make the occasion significant!

Administrative Responsibilities:

The administrative responsibilities of the Governor's office are not as visible as the ceremonial responsibilities; however they are far more important.

Depending upon the district you represent, you have assumed the leadership of several clubs (from 1 to 24), and from dozens to hundreds of members.

You should have a basic knowledge of each of the clubs in your district. You will probably know members of each club, and will certainly get to know the executive of each club during your term of office.

You will be aided immensely in your duties if you have a computer, e-mail, a copy machine and a fax machine. Each day more and more of Gyro communications are accomplished via e-mail and the internet.

Some important administrative functions are the following:

1. **Communications:** You will be responsible for publishing a district bulletin for circulation, throughout your district, to other district governors, and to the international office. This communication keeps the district informed of important dates and events, significant happenings within the district, and allows you to express your views of Gyro. Electronic distribution should be considered either through direct e-mail or District web sites.
2. **Meetings:** You will chair significant district meetings including the convention and interim meetings, and meetings of your district executive council. Effective meetings start with an agenda, which is circulated in advance, and end with minutes, which concisely summarize the business of the meeting.
Know the basic rules of order and procedure-and have a copy of Robert's Rules of Order.
3. **The health of the district:** You should know each of the clubs in your district; its strengths and weaknesses. Your visitations provide an opportunity to meet with club executives, and you should insist on receiving periodic reports from the clubs.
4. **Finances:** You and your secretary/treasurer will be responsible for developing and living within an annual budget. You should carefully consider the budget in terms of the maximum benefit to the district and the member clubs.
5. **Standing committees:** You will appoint several committees, each responsible for a key aspect of Gyro activities; Each committee chairman should have a feel for your goals and objectives, and should assume accountability for carrying out the responsibilities, which he has undertaken. You should follow up with each committee periodically, ascertain that it is meeting and working as expected.
6. **Continuity of club management:** the experience and competence of individual Club executives will vary tremendously at any one time, and will vary within a given club from year to year. The district officers should be prepared to help where help is necessary. Work with a club's executive as is requested and as you deem necessary. Acknowledgement at the club president's election with an offer to assist where necessary is a nice touch.

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You can develop materials for distribution to the newly elected club officers. Information might include rules and responsibilities of various officers and committees, job descriptions, and tips for effective club organization.

Gyro organization does not give the district officers the right to interfere in club affairs; on the other hand, offers of cooperation and assistance are appreciated.

7. **International:** You are your district's representative on the International Board of Governors. As such, you should stay informed of international events by studying the bulletins and newsletters, which are periodically sent to you. Also visit the Gyro web page to keep updated on future happenings in Gyro International. Be familiar with minutes of past meetings, and study the agenda of future meetings. Be prepared to have your district's voice heard.
8. **Filing system:** During the course of your term, you will accumulate many pieces of information. You should acquire some form of filing cabinet and develop a simple filing system to enable you to keep track of this information. The time spent in developing this system will enable you to have immediate access to information when you want it. For those of you more computer savvy you will probably do this on your computer. It doesn't matter where you do it, just do it.
9. **Lieutenant Governor:** The one-year term of Gyro district offices makes it absolutely essential that the newly installed office holder be completely conversant with the job. You have a responsibility to keep your Lt. Governor fully involved in district and international affairs.
10. **Management:** The goals and objectives of your term of office should be in place at the start of your term of office. Likewise, each of the standing committees which you will appoint should have been formed, with a chairman appointed. Goals and objectives should be clearly understood; no one should be appointed who is not prepared to accept the accountability for doing an effective job as he is able.
11. **Directories and events:** Maintain a current list of each club's executive and a schedule of significant district events. Circulate updated information periodically. You will receive a directory of club officers from Gyro International, but this report is only as good as the information supplied by a club when new officers are installed, so make it a priority to keep this information updated.
12. **Constitution and bylaws:** have copies of the International, and your District constitution and bylaws, and be familiar with them.
13. **Policy and Procedure Manual:** You should be given this manual upon election as Lt. Governor. If you do not have a copy passed down to you, please contact Gyro International. It is a valuable tool and the more familiar you are with it, the more effective you can be.
14. **Pass on information:** Plan your year to pass on the ongoing activities of your year as Governor to your Lt. Governor. It is critical that you make every effort to provide continuity for your new District executives.
15. **Always promote District and International Conventions and Interims:** at any time you are before a group, take a few minutes to give the dates and locations of upcoming Gyro get-togethers. Encourage attendance by all.