

**Mid-America PETS  
Policies & Procedures  
Adopted - May 2007**

**Policies**

1. The sole purpose of this organization is to train Presidents-Elect of Rotary Clubs within the Districts involved. The Presidents-Elect are required to attend according to Article IX, Section 5(c) of the Club Constitution, and the current president shall continue to serve as club president until a successor, who has attended a Presidents-Elect Training Seminar and District Assembly, has been duly elected.
2. Presidents Nominee of the Rotary Clubs will be invited, but are not required to attend.
3. The organization shall be governed by a Board of Directors. The Board of Directors shall include the District Governor, the District Governor Elect, the District Governor Nominee, the District Trainer and a Past District Governor from each of the Districts participating in the seminar. Districts should notify Mid-America PETS as to the Past District Governor appointed to the Board of Directors by May 1 each year. The immediate past General Chair will serve as an ex-officio member of the Board and will chair the Board of Directors. The term of office for members of the Board of Directors is May 1 through April 30. The Board will meet at least annually. The annual Board of Directors meeting will take place between May 1 and July 1. New Board members will be required to attend an orientation session prior to the first Board meeting. The Board Chair will be responsible for insuring that the new member orientation is completed.
4. The Operating Committee will have a General Chair and a Vice Chair, who will report to the Board of Directors. These positions will be selected annually by the Board of Directors. The Vice Chair will assume the duties of General Chair the following year. All of the committee chairs who serve under the General Chair will be selected by the General Chair with advice from the Board. All of the work of the Operating Committee is to support the District Governors-Elect and to ensure a successful seminar.
6. All registration fees and registrant information will be collected by the respective Districts and will be forwarded to the Registration Committee by the date set by the Operating Committee.
7. The expenses of those invited to assist in District breakout sessions will be paid through their respective Districts by the registration deadline.
8. The expenses for those presenting to the full assembly, who are invited from outside the participating Districts, and who do not have a travel allowance, will be included in the overhead expense of the event.

9. A working fund will be established. Each District will contribute \$500 per year, payable in July, until the working fund is deemed by the Board of Directors to have sufficient funds for the successful operation of the next seminar.

10. All funds received in excess over the expenses incurred will be deposited in the working fund.

11. In the event that the seminar has more expenses than revenue, and the working fund does not have sufficient funds to cover the shortfall, each District shall be allocated a share of the shortfall and that amount will be payable immediately upon receipt of the invoice. The allocation shall be based on the percentage derived by dividing the number of registered participants from each District by the total number of registered participants.

12. An Audit Committee will be established to review receipts and disbursements, accounting and record keeping practices, and financial reporting for the seminar. This committee serves in lieu of an official audit performed by a Certified Public Accountant, yet performs a similar function. This committee will forward a report to the Board of Directors within 90 days of the event.

13. Registration fees will include costs for all materials and meals during the seminar. Registration and payments for hotel rooms will be the responsibility of all registrants. All registrants are highly encouraged to stay at the conference hotel for the duration of the conference.

14. An annual budget will be approved by the Board of Directors at their annual meeting.

15. The site location will be reviewed and approved by the Board of Directors at least two years prior to the event.

16. The Board of Directors will approve a policy for reimbursement of expenses of the Operating Committee.

17. The Board of Directors will approve a reserve policy.

### **Procedures**

1. The Operating Committee will consist of the General Chair, the Vice Chair, and all Committee Chairs. The Operating Committee will meet immediately following MAPETS to review the results of the seminar, to suggest changes to the curriculum and to begin planning for the following year. The Operating Committee will meet as needed to ensure that all planning details are accomplished on a timely basis.

2. Registration materials will be made available to all Presidents-Elect by November 15<sup>th</sup>. It is the responsibility of the District Governor-Elect to follow-up with the Presidents-Elect to ensure that all materials have been received and to encourage their attendance.

3. All registrations received will be confirmed by the Registration Committee. The registration will not be considered complete until the District has forwarded the registration fees.

These Policies and Procedures will be reviewed at the annual meeting of the Board of Directors and appropriate changes may be made by the affirmative vote by a majority of members present.

### **Job Descriptions and Duties**

#### **Duties of the General Chair**

1. The *General Chair* will be responsible for the overall planning and execution of the seminar.
2. The *General Chair* will preside at all meetings of the *Operating Committee*.
3. The *General Chair* will schedule all meetings in advance and send appropriate notices.
4. The *General Chair* will appoint a *Secretary*, *Treasurer*, and *Committee Chairs* prior to the first planning meeting.
5. The *General Chair* will assist the *Treasurer* and the *Facilities Chair* in preparation of the proposed budget.
6. The *General Chair* will present questions for discussion on possible changes in the format or programs of Mid-America PETS based upon the critique sheets of the previous year, or input from members of the prior *Operating Committee* and *Board of Directors*.
7. The *General Chair* will review hotel arrangements in conjunction with the *Facilities Chair*, the *Treasurer*, and other members of the *Operating Committee*.
8. The *General Chair* will contact the *RI Director* and invite him/her and his/her partner to Mid-America PETS. If a prominent speaker from RI is desired, the *General Chair* should ask the *RI Director* to make the arrangements.
9. The *General Chair* will write formal letters of invitation to RI dignitaries attending, including background information on Mid-America PETS, if necessary.
10. The *General Chair* will appoint aides to the *Director* and partner and other dignitaries.
13. The *General Chair* will preside over the opening plenary session.

14. The *General Chair* will ensure that the keynote speaker(s) and special guests are treated appropriately. This includes assignment of aides for the speaker(s) and partner, arrangement of transportation, hotel accommodations, gifts, and amenities. This should be accomplished through the *Arrangements Chair*.

15. The *General Chair* will preside at the *Evaluation Session of Mid-America PETS*.

16. The *General Chair* will establish *Operating Committee* meeting dates and sites for the following year in consultation with the incoming *General Chair*. This is usually done at the time of the critique session. Generally, there are meetings scheduled in September, November, and in January.

17. The *General Chair* will write thank you letters as appropriate.

18. The *General Chair* will provide the dates and venue for surrounding PETS to the *Governors-Elect* for the benefit of those *Presidents-Elect* that cannot attend *Mid-America PETS*.

#### **Duties of the Vice Chair**

1. The *Vice Chair* will learn all aspects of *MAPETS* in preparation for the *General Chair* position the following year.
2. The *Vice Chair* will work closely with the *General Chair* in the planning and conduct of the event.
3. The *Vice Chair* will carry out other duties as assigned by the *General Chair*.
4. The *Vice Chair* will preside in the absence of the *General Chair*
5. The *Vice Chair* will establish *Operating Committee* dates for the following year in conjunction with the *Facilities Chair*. This is usually done at the time of the critique session.

#### **Duties of the Program Committee Chair**

1. The *Program Chair* will plan all presentations and curriculum for sessions attended by all *Districts*. The *Program Chair* will present at the first meeting of the *Operating Committee* proposed changes in format or programs based on previous feedback and critiques.
2. The *Program Chair* will preside over the *Program Committee*, which will include the *District Trainers*.
3. The *Program Chair* will collect and organize all information and scheduling material that will appear in the program.
3. The *Program Chair* will contact speakers and presenters for confirmation of assignments and to obtain accurate biographical information for inclusion in the program.

3. The Program Chair will assemble the list of Discussion Leaders.
4. The Program Chair will assign Discussion Leaders to breakout groups and breakout rooms for discussion groups.
6. The Program Chair will handle all mailings of instructional material to Discussion Leaders.
7. The Program Chair will prepare a tentative time schedule for MAPETS to be submitted to the full Operating Committee by the second planning session for review, modification and ultimate final approval.
8. The Program Chair will prepare and print a program summary to be included in the mailing that also includes registration materials.
9. The Program Chair will prepare final copy of the program in an easy to read format that includes an appropriate cover, pictures and bios of dignitaries, and facility information.
10. The Program Chair will arrange training sessions for Discussion Leaders, with the assistance of the District Trainers.
11. Suggested sub-committees include:
  - Program Content Coordinator
  - Program Booklet Coordinator
  - Facilitator/Discussion Leader Trainer
  - Educational Materials Coordinator

**Duties of the Arrangements Committee Chair**

1. The Arrangements Chair will negotiate all contracts with the MAPETS venue and any other facility required for meeting space. This will cover all meetings for the Operating Committee, as well as for the MAPETS event.
2. The Arrangements Chair will investigate and suggest venues for future MAPETS.
3. The Arrangements Chair will negotiate for the best rates two to three years in advance.
4. The Arrangements Chair will arrange for all sleeping rooms needed by the guest speakers and dignitaries and will arrange for all amenities for each guest speaker.
5. The Arrangements Chair will make all arrangements for all food and beverage to be served during the conference.
6. The Arrangements Chair will coordinate all needs for A/V equipment, registration tables, signs, chairs, baskets, etc.

7. The Arrangements Chair will review the invoices from the hotel and other vendors related to food, A/V equipment, etc., and certify the accuracy of all invoices before presenting them to the Treasurer for payment.
8. The Arrangements Chair will meet with all key hotel personnel for the purpose of explaining the MAPETS program and gaining knowledge as to who will assist in the various needs during the weekend. The Arrangements Chair is the only person authorized to request items from the hotel staff that will require or incur any fees, changing of the contract or other items deemed the responsibility of the Arrangements Chair.
9. The Arrangements Chair will work with the hotel staff to see that appropriate banners and signs are hung in the meeting areas.
10. The Arrangement Chair will assign, in consultation with the General Chair, and coordinate the activities of VIP aides.
11. The Arrangements Chair will see that appropriate flowers, gift baskets, etc. are placed in the rooms of VIP's, and that appropriate gifts and recognition materials are provided to speakers.
12. The Arrangements Chair will arrange airport transportation for VIP's and special guests.

#### **Duties of the Operations Committee Chair**

1. The Operating Committee Chair will appoint a Sergeant-at-Arms, who will obtain a working list of volunteers for these duties, as far in advance of MAPETS as possible:
  - The Sergeant-at-Arms will assign at least one Sergeant at each entrance as a greeter, near the hotel registration desk, and at other key areas.
  - The Sergeant-at-Arms will provide vests, hats, or other methods of easy identification.
  - The Sergeant-at-Arms will place easels and signs at each meeting group for Plenary Sessions and Discussion Rooms to guide attendees to the proper location.
  - The Sergeant-at-Arms will retrieve signs at the end of the day and/or end of the MAPETS.
  - The Sergeant-at-Arms will become familiar with the program and hotel layout.
  - The Sergeant-at-Arms will provide a Rotary bell and theme banner for the head table.
  - The Sergeant-at-Arms will obtain attendee counts for all sessions.
  - The Sergeant-at-Arms will inform the General Chair of any "housekeeping" announcements.
  - The Sergeant-at-Arms will position place cards on tables as appropriate.
  - The Sergeant-at-Arms will check before each session to make certain that a lectern has been provided, if required, and check to be sure that microphones are turned on and working.
  - The Sergeant-at-Arms will insure that each speaker adheres to the time allotted.

2. The Operations Committee Chair will coordinate the House of Friendship, including all vendors and exhibitors, working with Arrangements Chair to insure that proper fees are paid and that tables, electrical service, etc. is provided.
3. The Operations Committee Chair will arrange for an event photographer.
4. The Operations Committee Chair will coordinate with the Arrangements Chair to insure that proper signage is provided.

#### **Duties of the Registration Committee Chair**

1. The Registration Committee Chair will create registration forms and other registration and promotional materials to present to the Operating Committee for approval by the second meeting.
2. The Registration Committee Chair will receive completed registration forms and will summarize totals from each District with names, club identifications, meal counts, and breakdown of the participants: PE's, PN's, PDG's, DG's, DGE's, DGN's, AG's, committee members, partners and others.
3. The Registration Committee Chair will send a weekly email summary of registrations to the appropriate committees and others, as requested by the General Chair. The weekly summary should be sent daily during the last two weeks prior to the registration deadline.
4. The Registration Committee Chair will insure that appropriate registration materials are available on the MAPETS website.
5. The Registration Committee Chair will acknowledge each registrant with a confirmation.
6. The Registration Committee Chair will order name badges, registration packets, and other supplies.
7. The Registration Committee Chair will complete registration packets and will include the following items: name badges, the MAPETS program, a welcome letter, meal tickets, and any information agreed upon by the Operating Committee. Packets should be boxed by District and placed in "alpha order" by club name.
8. The Registration Committee Chair will record checks, money orders, etc. and forward them to the MAPETS Treasurer for a weekly deposit.
9. The Registration Committee Chair will provide a computer and printer to accommodate needs for late registrations.
10. The Registration Committee Chair will prepare a final tally of registrants for the Operating Committee and will prepare a list for each DGE of all PE's not in attendance or represented.

11. The Registration Committee Chair will coordinate onsite registration activities.

#### **Duties of District Trainers**

1. District Trainers will serve on the Program Committee and will assist in the preparation of the curriculum, including the breakout sessions.
2. District Trainers will assist in the preparation and training of discussion leaders.
3. District Trainers will work with the Governors-Elect in preparing for the District Breakout Sessions.

#### **Duties of District Governors-Elect**

1. The Governors-Elect will attend and participate in all Operating Committee meetings.
2. The Governors-Elect will insure that the DGN attends all appropriate meetings.
3. The Governors-Elect will provide recommendations for Discussion Leaders and Sergeants-at-Arms.
4. The Governors-Elect will assist in organizing the materials for the PE notebook.  
Suggested items include:
  - a) Rotary Leadership Guide, The Glorious Burden
  - b) "What is Rotary"
  - c) ABC's of Rotary
  - d) The Rotary Foundation Facts
  - e) A Guide to Annual Giving
  - f) Recognition and Contribution Form
  - g) Recognition Transfer Request Form
  - h) TRF Mission, Two needs, Two Ways of Giving
  - i) Benefactor Commitment Card
  - j) Sustaining Member Card
  - k) The RI Catalog
  - l) Information on the RI website and its use
  - m) Any other information as agreed by all DGE's
  - n) Russell Hampton catalog and others that are procured
  - o) Personal letter from each DGE
5. The Governors-Elect will actively promote the attendance of every PE/PN. If the PE cannot attend, he/she will arrange for him/her to attend another PETS.
6. The Governors-Elect will encourage the Rotary Club to pay the expenses for the PE to attend Mid-America PETS, including registration, meals and hotel.
7. The Governors-Elect in cooperation with the District Trainer will determine the program content for District Breakout Sessions.

8. The *Governors-Elect* will order additional materials for their District, as required, from RI in a timely fashion.

9. The *Governors-Elect* will submit the size and names of the clubs in their Districts to assist in the clustering of the discussion groups.

#### **Duties of the Secretary**

1. The Secretary will record minutes of the Operating Committee and Board of Directors meetings and distribute them to members and others, as appropriate.

2. The Secretary will prepare and distribute an Operating Committee and Board of Directors Directory, including; names, addresses, email addresses, and all phone numbers, including fax numbers.

3. The Secretary will insure that the MAPETS website is maintained properly.

#### **Duties of the Treasurer**

1. The Treasurer will prepare an annual budget for approval by the Board of Directors by the first meeting following the completed MAPETS.

2. The Treasurer will receive all fees and payments and will make payments as prescribed in the approved budget with the approval of the *General Chair*. Requests for payment should be submitted or approved by the appropriate committee chair.

3. The Treasurer should submit financial reports to the *General Chair* on a monthly basis.

4. The Treasurer will should submit a final report to the Operating Committee and the Board of Directors within 60 days following MAPETS.

#### **Duties of the Audit Committee Chair**

The Audit Committee will review receipts and disbursements, accounting and record keeping practices, and financial reporting for the seminar. This committee will serve in lieu of an official audit performed by a *Certified Public Accountant*, yet will perform a similar function. This committee will forward a report to the Board of Directors within 90 days of the event.

#### **Duties of the Material Historian**

The Material Historian will maintain all physical property belonging to Mid-America PETS, including banners, equipment, signs etc.

#### **Duties of the Intellectual Historian**

The Intellectual Historian will maintain custody of all intellectual properties relating to Mid-America PETS. These include the *Manual of Procedure*, minutes and printed programs, etc.

**Duties of the Critique Committee Chair**

The Critique Chair will be responsible for the evaluation of the event. This includes soliciting and compiling evaluations from the participants, as well as providing for assessment by MAPETS of discussion leaders.