

PACIFIC NORTHWEST

PRESIDENT ELECT

TRAINING SEMINAR

(P E T S)

REVISED

MANUAL OF

PROCEDURES

FEBRUARY 2003

You are requested to:

1. enter any changes to this manual that may be implemented while it is in your custody, and
2. pass this copy of the manual along to your successor as you complete your role in NWPETS.

**POLICY MANUAL
PACIFIC NORTHWEST PETS
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FOUNDING AND HISTORY OF PACIFIC NORTHWEST PETS

Pacific Northwest PETS had its beginning at the Zones 1 and 7 (predecessors of zones 23/24) Institute held in Newport Beach, California, in January of 1981. Director Jim Speer had been promoting the idea of a multi-district PETS in the Northwest patterned after the successful Southern and Northern California PETS. There was a session devoted to PETS at the Zone Institute. At a meeting of the seven Northwest Governors-elect, Dick McClintic (District 5110) volunteered to coordinate the planning for the first Northwest PETS.

Following a letter from RI Director Jim Speer urging their participation, there was a meeting called in February 1981 for the seven Northwest District Governors-nominee in Portland. Four DGNs (Districts 504, 508, 510 and 511) were able to attend. At that meeting they agreed to proceed with the first PETS and to have the General Chair and Committees rotate among the participating districts. The first PETS was planned to be held at the Jantzen Beach Thunderbird Motor Inn in Portland on February 6 and 7, 1982. Planning was predicated on seven districts participating.

The districts that did not attend the meeting were contacted and districts 503 and 506 agreed to the plan and joined in participation. District 502 decided not to participate, but they had joined by the second PETS in 1983. Several outstanding Rotarians were invited to participate in the program: RI President Nominee Hiroji Mukasa, RI Director Tibor Gregor, RI Director Mike Kutsuris, RI Manager of Programs and Activities Jim Vanderburg and Co Chair of the RI 3-H Program Cliff Dochterman. Dr. Mukasa was not able to attend, but all the others participated.

The initial PETS was planned with five sessions: Communication, It Must Be Fun, Building a Team, Ways and Means, and finally sessions conducted by each District Governor and Governor-nominee for their presidents-elect. Since this is an international PETS consisting of clubs in Canada and the US, there were co-discussion leaders for each session.

All expenses, room charges and meals were covered by the registration fees paid by the attending Presidents-elect. The participating districts assisted with seed money to ensure expenses were covered. After final accounting, this money was returned to the district and almost \$1,000 was passed to the Committee for the next year's PETS program

Pacific Northwest PETS was held in various locations including the Thunderbird Motor Inn in Portland, the Marriott Hotel at SeaTac, the Marriott Hotel in Portland, the Westin Hotel in Seattle and the Sheraton Hotel in Seattle before finally settling on our current venue in 1989. Though undergoing several name changes from Red Lion Hotel to the current Double Tree Hotel, this venue has proved to be an easily accessible, centrally located venue.

Pacific Northwest PETS has changed and adapted over the years. We added district 501 when 504 split and district 505 when 503 split. Later, Montana, district 539, joined the group. The district numbers were changed to their current form in the late 1980's when a zero "0" was added to each district number. Another country, Russia, was added when the now district 5010 expanded into eastern Russia.

We continue to have the same three basic sessions: Lets Get Organized, Enjoying Rotary and Communication Tools. These sessions are conducted by successful past club presidents chosen from our ten districts, each recommended by the Governors of these districts. We have added training for Assistant Governors as this position was introduced into Rotary leadership. The strength of PETS has come from two major areas: strong attendance and continuous improvement, building on previous success. Beginning with the 1983 PETS, attendance has ranged well above 90 percent. For example in 1999 (excluding our furthest district 5390) all but five presidents-elect attended. Five of the ten districts had perfect attendance. Two critiques are held each year that include all the Governor categories, the operating committee and the workshop leaders. Participant critiques are strongly encouraged and they are reviewed, tabulated and analyzed in great detail each year. As a result, though the titles remain the same, the program has been able to favorably evolve and improve each year.

Each district is represented on the Operating Committee by Past District Governors serving a three year term. The Chair, serving as an extra committee member, rotates through each of the ten districts. Workshop leaders are successful past club presidents also serving a three year term. We have been fortunate to continue to attract exceptional speakers including many past Rotary International Presidents. Many sitting RI Presidents and Presidents-elect have found time in their busy schedules to participate in the Pacific Northwest PETS.

We continue to enjoy success in the training and education of our presidents-elect and look to continue to improve and evolve in the future as we prepare our club presidents-elect for their year as a highly successful club president so that all our clubs may provide service to their communities and the world.

POLICY MANUAL OF THE PACIFIC NORTHWEST PETS

I. Introduction

The PRESIDENTS-ELECT TRAINING SEMINAR, commonly referred to as PETS, is as meaningful to Presidents-Elect as the International Assembly is to the District Governor-Elect (DGE).

The PETS is not intended to be a substitute for District Assemblies, which are developed in a format and with a curriculum that is quite different. It is very important that the Presidents-Elect understand they are to be prepared and ready to lead their teams of club officers to the District Assembly. It is of equal importance that the Presidents-Elect attend PETS, a program that is presented primarily for them.

PETS is designed to enhance the leadership abilities of those who have been selected to lead their Rotary clubs in the coming year and to insure they have a thorough grasp of the basic fundamentals of a successful Rotary club. PETS provides the Presidents-Elect with the invaluable experience of fellowship with Presidents-Elect from their own and other districts, as well as the unique opportunity of being with and learning about Rotary from RI experienced Rotarians.

II. Purpose

PETS is intended to be an intensive, working seminar. Its purpose is to broaden and enhance the leadership abilities and the knowledge of Rotary club functions of the Presidents-Elect and to return them to their local club a more motivated Rotarian than when he or she arrived at PETS. Therefore, the primary emphasis of the seminar should be focused on the President-Elect.

III. Multi-District Sponsorship

PETS offers districts the opportunity to participate in a multi-district seminar. The advantages of a multi-district seminar are that it provides:

- the largest possible attendance of Presidents-Elect,
- a more favorable seminar budget,
- the ability to attract the best speakers,
- the seminar curriculum leaders with the opportunity to reach more Presidents-Elect at one meeting,
- a meeting size that creates maximum enthusiasm,
- the ability to obtain favorable consideration from the hotel involved, and
- a broader base for Rotary fellowship and the exchange of ideas.

The following districts participate in Northwest PETS: Districts 5010, 5020, 5030, 5040, 5050, 5060, 5080, 5100, 5110, and 5390.

IV. Timing of Seminars

PETS should be held early in the year, approximately one to two weeks following the International Assembly at which DGEs receive their training, thus allowing them time between meetings. PETS should never be scheduled at the same time as an

International Assembly, and only prior to the International Assembly when no other alternative times are available. It should also be at a time which avoids competition from district conferences, district assemblies, or other district or zone meetings. One of the main purposes of the seminar is to impress upon the Presidents-Elect the need for very early planning for their coming year as club presidents.

It is important that the appropriate RI Directors be advised of the dates under consideration for the seminar. For purposes of possible coordination, the Directors should be notified as soon as possible.

V. Length of Seminar

Rotary International has developed an intensive training program for DGEs at the International Assembly. It is important that adequate time be spent in training the Presidents-Elect. A seminar lasting two or three days appears to be the most effective. This allows adequate time for travel, a strong agenda, relaxed overnight fellowship, all at a minimum expense. Currently our format provides training to begin on Friday afternoon and lasts through Sunday lunch hour.

VI Site

It is most important that the site be centrally located. The facility should be attractive and add to the importance of the event in the minds of those being trained. A resort hotel may be too much of a distraction for a true study atmosphere.

Since our Northwest PETS includes Alaska, Yukon Territory, British Columbia, Washington, Oregon, Western Idaho, Northern California and Montana, a transportation hub (particularly air) is essential. For the present districts involved, Seattle was selected as the most centrally located. The ideal hotel would be one located near a major airport.

Arrangements will be made for Presidents Elect from different districts who will lead clubs of similar size to share rooms, when possible and acceptable. This maximizes the opportunity for Rotary fellowship and the exchange of ideas. When making room assignments, smoking and gender will be taken into account.

Spouses are discouraged from accompanying Presidents Elect. Presidents Elect who insist on occupying a room alone will be charged the full double room cost.

When choosing the site for PETS, consideration should be given to the need for an adequate number of meeting rooms in which to hold individual workshop sessions, as well as banquet facilities large enough to hold all the attendees at the same time.

It is recommended the hotel provide a room to temporarily store luggage prior to the opening session for late arrivals, as well as Sunday morning for those who must leave promptly.

Space at the seminar site is at a premium and the schedule for participants to attend the plenary and breakout sessions is, of necessity, tightly controlled. There is neither space at the site nor time in the schedule for programs and presentations outside the established curriculum of the seminar nor is there time for participants to become involved in activities that may distract from the central purpose of the seminar.

Accordingly, requests by vendors, persons (including Rotarians) and organizations for time in the program or space at the site to present ideas, products or program proposals will be approved by the Operating Committee only after considering the following criteria:

- (1) This seminar is the first opportunity for the attendees, in their role of President Elect, to attend a Rotary activity large enough to make it economically feasible for authorized vendors to be present with Rotary licensed merchandise. Presence of these vendors gives the Presidents Elect the opportunity to personally evaluate Rotary jewelry and other accoutrements and amenities that may be useful to them in club service recognition programs or for personal use.
- (2) Presence of the vendor will not distract the attention of the PEs from the principal purpose of the seminar and the need to attend all scheduled sessions.
- (3) Presence of the vendors will not overly crowd the available space in the venue nor unduly restrict free circulation of the attendees during free time.

The Operating Committee (Facilities Chairperson) will negotiate with the site representative to provide booth space for the Operating Committee Rotary licensed merchandise vendors to provide the services set forth above. Expense, if any, for this booth space will be borne by the respective vendors. With approval of the General Chair, the Materials Chair will formally invite these vendors to be present when correspondence is initiated to obtain insert materials for the PE Workbooks.

VII Pets Administration

Board of Directors

PETS is an annual event sponsored voluntarily by several Rotary districts. As of January 1, 1998, the number of participating districts was ten. More districts may join in the future and nothing forces any district to remain. However, the level of excellence for PETS must remain so high that all districts will want to participate.

The current District Governors (DGs) comprise the Board of Directors. They are the final authority for general PETS policy. Rotary International, though not involved in PETS administration, format, or control, does authorize certain multi-district activities. So that districts do not impulsively decide to join or leave the PETS program, a year's notice is required and must be ratified by two-thirds of the clubs in that district.

Operating Committee

The actual day-to-day supervision of the Northwest PETS is the responsibility of the Operating Committee. It shall consist of at least 10 Past District Governors (PDGs), one from each of the participating districts, plus such other supernumeraries as may be required for the efficient and effective work of the committee. The Operating Committee shall consist of 1) Past Chairperson, 2) Chairperson, 3) Vice Chairperson-Secretary, 4) Sessions Coordinator, 5) Sessions Provost, 6) Facilities Chairperson, 7) Sergeant at Arms, 8) Educational Materials Advisor, 9) Registrar, and

10) Treasurer. The non-voting supernumeraries shall consist of 1) Historian, 2) Auditor, and others as appointed. (Job descriptions outlining the basic tasks of the above positions are included in Section XVIII.)

A special note relating to DGEs: the functions of the DGEs should be consistent with the responsibility placed upon them by the current Rotary International Manual of Procedures for the education and training of Presidents-Elect which states that the DGEs shall:

- a. be allocated a minimum of five hours in meetings between the DGEs and their Presidents-Elect;
- b. develop and approve the final PETS program;
- c. select the Workshop leaders, ensuring an equitable representation of leaders from each district;
- d. work with their district trainers in developing training materials and conducting the training session for the PETS Workshop Leaders; and
- e. select the plenary speakers

Each DGE shall submit to the RI President for his approval, with copies to the General Secretary, Area Service Supervisor, and Chairperson of the Northwest PETS, a letter indicating his or her approval of the multi-district PETS program and demonstrating fulfillment of the provisions outlined in a. through e. above, no later than four months prior to the conducting of the Northwest PETS. Assistant Governors (AGs) are to be permitted to attend and participate in the training conducted at the Northwest PETS.

The role of the current DGs will not be as demanding as when they were DGEs; however, following the initial promotion of PETS and assistance with registration, they should be prepared to assist if and when requested by the Operating Committee.

The Operating Committee will normally hold three committee meetings a year, in the summer, fall, and during PETS. DGs and DGEs will be invited to the fall meeting at no cost to PETS. A reasonably accurate outline of the seminar program for the upcoming PETS will be presented. The final program and plenary speakers must be approved by the DGEs at the fall meeting.

Members of the Operating Committee will be appointed to three year terms. Members cannot serve two terms in the same position. Members cannot serve more than two three year terms. There are three ways members can serve on the Operating Committee: 1) by being appointed Chairperson by their district, 2) by being appointed a representative of their district and 3) by being assigned a portfolio by the Chairperson and confirmed by the Board of Directors.

VIII Appointment of Chairperson

Since PETS is a multi-district function, all districts should be given the opportunity to participate in the leadership role. The Chairperson shall be a PDG and the assumption is that each district should always have such a person qualified to be Chairperson. The job is not an honorary one and it is recommended that the person selected first serve as the Vice Chairperson-Secretary. The Chairperson will be selected by the district as required.

Northwest PETS has generally followed the rotational principles (see appendix for the order of rotation) and, except for unusual circumstances, will continue to do so. A district may, if it wishes, pass when its turn arrives to provide a Chairperson. (There may be no one available and/or qualified to accept, the district may be new, etc.)

The Northwest PETS Chairperson shall serve for one term only. The DG for the district whose turn has arrived shall forward the name of the district's choice, a PDG, to the first meeting of the PETS year, held in the summer. The PDG selected shall attend the fall committee meeting prior to PETS. In the next immediate Rotary year the person selected shall serve as the Vice-Chairperson and Secretary for the year. Each district may use a process for the selection of its candidate as best suits the district. It is the responsibility of the DG to assure that a candidate is selected who is prepared to serve a three year commitment as Vice-Chairperson-Secretary, Chairperson, and Past Chairperson of the Operating Committee.

IX Membership of PETS Working Committees

The Operating Committee shall be primarily composed of PDGs, though exceptions can be made by a unanimous vote of the Operating Committee and confirmation by the Board of Directors at the annual meeting. Each participating district shall have an opportunity to be represented on the Operating Committee. Sitting District Governors will serve as Assistant Sergeants-at-Arms at PETS.

Committee members will not only represent their districts but also fill active positions on the PETS Operating Committee. In the first year, the member sits as an understudy for a position on the committee, followed by no more than three years as head. In the last year as head, a new understudy should be appointed. In order to ensure each district is represented by a PDG on the Operating Committee, it shall be the responsibility of the immediate Past Chairperson, in concert with the Chairperson, and with assistance from the committee, to recommend PDGs for appointment. These appointments are to be confirmed by the Board of Directors at the annual meeting.

Workshop Leaders will be recommended by the Sessions Provost and confirmed by the Operating Committee. The Sessions Provost shall solicit the DGs for possible candidates as workshop leaders. Training for the workshop leaders is the responsibility of the Sessions Provost.

All other required supernumeraries shall be appointed by the Chairperson after being reviewed by the Operating Committee. All Operating Committee heads, all workshop leaders, and all other required supernumeraries shall serve no more than three years.

The Operating Committee will carry out the business of its meetings by consensus. Only substantive issues, money, or suggested changes of policy, shall be voted on by the PDGs representing their districts.

X Promotion of Seminar

Early promotion is one of the most important ingredients of a successful PETS. Promotion should occur throughout the year, particularly after the new DGs take office. Each DG should include the PETS dates in the district directory, promote PETS during club visitations and in newsletters. Registration forms should be provided for DGs to carry them during club visits.

Promotion begins during the final sessions, usually conducted by the DGEs for their Presidents-Elect. Here is where the seeds are planted for a successful PETS to be conducted in the following year. A major promotion may be an attractive invitation brochure including complete details of the PETS, such as dates, location, cost, what to wear, and description of the sessions and speakers.

XI Seminar Format

A weekend seminar of two or three days is most effective. Every effort should be made to make the most efficient use of the time of the Presidents-Elect.. They will expect a stimulating and worthwhile seminar to compensate for their time.

The typical format will provide for PETS Operating Committee meetings to begin on the Thursday before PETS. Registration will be conducted Friday afternoon with district meetings for Presidents-Elect with their DGEs, DGs, DGNs and Assistant Governors (AGs). This will be followed by dinner and the first plenary session.

Saturday consists of breakfast, plenary session, district session, luncheon, and workshop session followed by dinner program and speaker.

On Sunday, following breakfast, plenary session, workshop session, and district session, PETS concludes with an inspirational speaker at the luncheon.

As an example, see the program schedule in the appendix; however, certain modifications may occur from year to year as deemed advisable by the Operating Committee. The current format calls for seven sessions, four of which are reserved for the DGEs to meet with their Presidents-Elect, DGs, DGNs and AGs. The remaining three sessions are to cover three different seminar subjects.

The Presidents-Elect are divided into groups according to the size of the clubs they are going to lead or other criteria as may be decided upon. In this way the groups generally stay together as they attend each of the sessions during the seminar (see program schedule in the appendix).

It is important that the participants can relate to the district officers with whom they will be working. This is why all highly visible assignments on the seminar program, such as invocations, introductions, welcoming remarks, etc., be assigned to DGs, DGEs, and DGNs.

A very important session for the next year's PETS Chairperson is the critique immediately proceeding the concluding lunch. This is attended by the current PETS Chairperson (who presides), the incoming Chairperson, DGs, DGEs, DGNs, workshop leaders, and Operating Committee members. The input at this meeting is crucial to the success of the next year's PETS. Next year's dates are confirmed and decisions are made as to what to repeat and what to change.

XII Registration, Check-In

A first impression of organization and professionalism should greet the new presidents upon their arrival at the hotel.

Easy parking, friendly greetings by a PETS committee guide in the lobby, immediate PETS registration arranged by district, a check-off from the committee

pre-registration list, a friendly handshake by the DG, DGE, and DGN, and a warm, expectant check-in by the hotel will go a long way to starting the President-Elect off in the right frame of mind.

As registration forms (forms are provided by the Registrar) are received, the Registrar will compile the list of registrants by name, address, club, district, payment, who they may share a room with, etc. This master list will be furnished the hotel just prior to the PETS, in time for the hotel to make room assignments and return it to the registration Chairperson.

It is preferable for the Presidents-Elect to stop at the PETS registration desk first, before the hotel registration, so that confirmation of registration, type of room assignment, and payment may be made prior to completing registration with the hotel. In most cases registration was made several months before, sometimes by the current president or secretary and any misunderstandings will usually show up and can be handled promptly at this time. Room payment for two nights, Friday and Saturday (part of the registration fee) has already been made by the PETS committee and the Presidents-Elect should be told they will be responsible for any charges they make to their room bills.

At the PETS registration desk a section should be marked for each district. Some Presidents-Elect may not be familiar with the district numbering system. The DG, perhaps rotated with the DGN, should be there to hand out the workbooks and name tags and answer questions. The Registrar and Treasurer will be available for any new registration or room assignment problems and last minute registrants.

Presidents-Elect will receive name tags (large enough to be read) identifying their districts and with a large letter on the badge which will indicate which workshop session is to be attended.

XIII Seminar Speakers

The seminar format calls for group meals. There should be a major speaker presented at each of these functions or in a plenary session immediately following.

An effort should be made to obtain Rotary International General Officers or RI Committee Chairpersons to be speakers. If at all possible the RI Director for the Zone should be one of the speakers or, at the very least, be introduced and encouraged to make a few brief comments.

When choosing speakers, PETS is not limited solely to Rotarians. There are many excellent motivationally speakers who are not Rotarians who could add greatly to the success of the seminar. One of the purposes of PETS is to enhance the leadership abilities of the Presidents-Elect and a speaker who will contribute to that end is the speaker who should be engaged.

The important consideration in choosing speakers is that they have the ability to communicate effectively and enthusiastically. The speakers opening and closing PETSs should be highly motivational. Speakers will have their travel, lodging, and meals paid for by the PETS Operating Committee.

XIV Seminar Curriculum

In examining the seminar format and the program and session schedule examples in the appendix, it can be seen that out of seven sessions, four are reserved for the DGEs and for general Rotary topics. The other three sessions are for training provided by Workshop Leaders under the direction of the Sessions Provost. These sessions are usually one and a half hours in duration.

In experimenting with different approaches to curriculum coverage, it is easy to swing from the all inspirational, motivational, general leadership program to one of just the “nuts and bolts” of operating a Rotary club. Hopefully, we should keep striving for just the right balance of “nuts and bolts” fundamentals (so the Presidents-Elect won’t embarrass themselves or the clubs when the DG comes to visit), coupled with inspired leadership motivation to accomplish the objectives of Rotary and make their year the most outstanding in their club’s history.

A plenary or mealtime speaker, addressing all assembled, followed by workshop sessions should comprise the basic format.

The sessions held by the DGEs will complement district concerns as they discuss with their Presidents-Elect the organization for the year, goals, communication with the district, district programs, and governor’s visits.

The operation of Rotary International, major programs of Rotary, inspirational topics, and general leadership techniques will be highlighted at meals and plenary sessions.

Care should be taken that club or district “pet projects” or solicitation announcements do not clutter the PETS program. If necessary, worthwhile projects can be displayed or shown during receptions and free times provided that they have prior approval of the Operating Committee.

The committee may wish to make available certain Rotary International publications or materials, free or for sale, and may make arrangement to do this in a suitable location.

XV Workshop Leaders

The role of the workshop leader is exceptionally important. Without well-qualified effective leaders, capable of communicating their thoughts and motivating those in attendance, the seminar could lose its purpose and become a social event. Time and care must be taken in choosing the right person.

Past Rotary club presidents should be used as workshop leaders. There are many who are highly qualified and whose professions might fit one of the topics being offered. By no means is this to imply that other Rotarians are not to be used. On the contrary, the best person available for the job should be chosen.

The Sessions Provost will establish written goals and objectives for the workshop leaders, maintain close contact with them while providing clear directions on what they need to do to prepare for their sessions, and conduct a Workshop Leaders Training Session of approximately six hours before the beginning of PETS. Workshop leaders

should be encouraged to use discussion and participation techniques while having the freedom to teach their sessions as they wish.

The Sessions Provost should be responsible for providing any approved handouts that may be used in connection with a topic. The Provost should also inform the committee of any audio-visual equipment that might be needed.

In order to ensure enthusiasm and freshness of material, perpetuation of workshop leaders is not recommended. Workshop leaders may not serve more than three years.

Following each session, participants will be asked to mark evaluation forms included in their workbooks, or distributed and gathered by the Sergeants at Arms.

DGs are asked to submit the names of prospective workshop leaders to the Sessions Provost before their terms expire.

XVI Seminar Workbook

Everything concerning PETS should be of high quality and should be included in the workbook provided to each President-Elect.

At the time of registration each President-Elect should be given a high quality, loose-leaf, three-ring binder capable of holding 8 ½" x 11" material. An appropriate logo and description should be imprinted on the cover. The binder should be large enough to accommodate the seminar materials, the Club Presidents Workbook from Rotary International, and note paper, with pockets for storage of handout material.

The binder should include at least the following:

- A schedule of sessions
- Program and name badge
- Table of contents
- Seminar materials
- Club Presidents Workbook

Other material the PETS committee considers beneficial will be included in the Seminar Workbook. The DGEs must make arrangements in advance with Rotary International to send the Club Presidents Workbook directly to PETS if it is to be included in the Seminar Workbook.

XVII Seminar Costs and Finances

When budgeting for PETS, it should be kept in mind that this is a quality seminar and everything from the first piece of promotional material to the final meal should be of high quality. It should not and need not be lavish.

The budgeted income should be sufficient to cover all costs of promotion, speaker expenses, operating committee expenses, workbooks for the participants, meals, lodging, and entertainment.

Arrangements for collection of registration fees and other income and authorization of expenditures is the responsibility of the PETS Operating Committee. The committee should charge each club one registration fee to cover the pro-rata (exclusive of transportation) cost of attendance of one President-Elect and advise each DGE of the planned registration fee for the future year sufficiently early to allow each club to provide for this expense in their budget. (It is expected this registration fee

will be paid by the President-Elect's Rotary Club.) It should not be paid for by the Presidents-Elect.

At the closing session of PETS, when the Presidents-Elect meet with their DGs and DGEs they should be reminded to budget for the registration fee and President-Elect's transportation costs for next year's PETS. Districts and/or clubs may wish to subsidize the travel costs of Presidents-Elect because of the great distances involved, but this is a matter to be handled solely by each district. The PETS registration fee and transportation cost for attendance by the DG, DGE, DGN, and AGs is the responsibility of the individual district. As well, any other expenses not covered by the regular club registration fee are the responsibility of the district.

Accountability for all fees paid and records of paid registrations is the shared responsibility of the Registrar and the Treasurer.

The seminar expenses should be ordinary and necessary. Obviously, the major cost will be with the hotel for lodging and meals. Therefore, the PETS committee should, where possible, assign an experienced person to negotiate with the hotel. A favorable room rate, based on double occupancy, should be negotiated. Quite often, due to the large number of attendees, hotels will discount the rates for required suites, or provide a certain number without charge.

Principle expenses will in general fall in the following categories:

Cost of lodging

for:

1. Registered Presidents-Elect for Friday and Saturday night.
2. Registered DGs, DGEs, DGNs, and AGs (and PEs for those districts that have paid a premium for early registration) for Thursday, Friday and Saturday nights.
3. Workshop Leaders for Thursday, Friday and Saturday nights.
4. Guest speakers for nights as determined necessary by the Operating Committee.
5. Operating Committee members and spouses for one night for the summer meeting, one night for the fall meeting and for Thursday, Friday, and Saturday nights during PETS and additional nights as appropriate for those required to travel from an extensive distance.

Cost of meals

for:

1. Registered Presidents-Elect for Friday evening through Sunday lunch during PETS.
2. Registered DGs, DGEs, DGNs, AGs and Workshop Leaders (and PEs for those districts that have paid a premium for early registration) for Thursday evening dinner through Sunday lunch during PETS.
3. PETS Guest Speakers as determined necessary by the Operating Committee.
4. Operating Committee members for Thursday lunch through Sunday lunch during PETS.
5. Operating Committee members and spouses for dinner and breakfast for the summer and fall committee meetings.

6. Partners of Operating Committee members on those days during PETS in which they participate in supporting PETS functions.

Cost of transportation

for:

1. PETS Workshop Leaders and Guest Speakers.
2. Operating Committee members for PETS and the summer and fall committee meetings.

Notes:

- a. Individuals as defined above will arrange their own transportation and submit a Request for Reimbursement to the Treasurer.
- b. Transportation expenses for traveling companions are not allowed.
- c. Ground transportation will be reimbursed at the IRS announced Standard Mileage Rate.
- d. Airfare will be reimbursed up to the cost of a coach or economy class ticket, with exceptions upon approval by the committee.
- e. Per diem for meals is not permitted. Enroute meals are reimbursable on a per meal basis only if they are connected with overnight travel necessary to the conduct of PETS business.

Costs of administration for the Operating Committee

such as:

office supplies, printing, postage, copies, President Elect Book production, decorations, name tags, speaker gifts, Workshop Leader recognition and other administrative costs deemed appropriate by the Operating Committee.

PDGs from participating districts may be invited to attend the Saturday night reception and dinner. The cost of the dinner is the responsibility of the District or the PDG. The Saturday night reception and dinner normally would be the only event to which a PDG is invited.

The Operating Committee is to ensure that the Northwest PETS yearly operating budget maintains a contingency fund of no less than 20% or not more than 25% of the annual budget required for PETS.

A sample PETS budget is shown at Appendix D - 1

XVIII Job Descriptions

Past Chairperson

shall:

- a. be responsible for representative membership on the PETS Operating Committee;
- b. at the first meeting of the PETS year (summer), pass on all notices, agendas, minutes, final reports, critiques, and hotel correspondence to the PETS Historian;
- c. act as an advisor to the Chairperson and the committee; and
- d. not be a voting PDG for his district unless the voting member is absent;

Chairperson

shall:

- a. be responsible for overall planning and direction of the seminar;
- b. be responsible for promotion of attendance at the seminar, including:
 - motivating DGs and DGEs to work at getting their Presidents-Elect to attend and supplying forms to DGs to assist clubs to register PEs during their club visits;
 - direct mail to Presidents-Elect, if necessary;
 - any other promotional activities that will help ensure attendance;
- c. appoint, in concert with the PETS Operating Committee, a Treasurer to handle all the cash received and be responsible for paying approved bills and preparing a final statement in audited form; assist with financial matters at the PETS seminar;
- d. appoint, in concert with the PETS Operating Committee, a Registrar and give advice on the duties and responsibilities; assure that the Registrar is familiar with computer formats and can have prepared lists for the committee and hotel registration; obtain lists of incoming club presidents from DGEs and send announcements and registration forms to them;
- e. appoint, in concert with the PETS Operating Committee, an auditor to perform an examination and review of PETS accounts;
- f. appoint, in concert with the PETS Operating Committee, a Provost for Assistant Governor Training to occur at the same time as PETS but in no way interfere with the primary objective of PETS which is to train Presidents-Elect;
- g. in concert with the Operating Committee, set the seminar fee, establish a budget, and appoint an auditor;
- h. approve all expenditures; and
- i. have a final statement prepared and assure the turn-over of any cash balance and other material to the next Chairperson.

Vice Chairperson-Secretary

shall:

- a. assist the Chairperson and preside in the absence of the Chairperson;
- b. act as secretary for the Operating Committee;
- c. obtain, in consultation with, and at a budget agreed upon by the Operating Committee, all gifts needed for presentation; and
- d. if required, be responsible for preparation of recognition certificates for guest speakers, workshop leaders, etc.

Sessions Coordinator

shall:

- a. be responsible for the overall program of the seminar from Thursday, when the OPERATING COMMITTEE usually holds its first meeting, through the conclusion Sunday afternoon;
- b. furnish the program content and schedule, and oversee the preparation and printing of the program;
- c. be responsible for selection of all principal speakers and VIPs and instruction as to the message they will deliver; arrange for their attendance, reception, and provide for hotel rooms, etc. through Facilities Chairperson;

- d. in consultation with the Chairperson, advise the Sergeant at Arms of the seating arrangements at the head table(s) for each of the meal functions; and
- e. coordinate with the OPCOM Registrar and maintain liaison with the WEB Master contracted for by the OPCOM and keep that individual/company informed as to data changes to be incorporated into the NW PETS Home Page.

Sessions Provost

shall:

- a. design the content for and instruct all workshop leaders relating to their sessions with the participating Presidents-Elect;
- b. establish written goals and objectives for the workshop leaders, maintain close contact with them while providing clear directions on what they need to do to prepare for their sessions;
- c. conduct a Workshop Leaders Training Session of approximately six hours before the beginning of PETS. Workshop leaders should be encouraged to use discussion and participation techniques while having the freedom to teach their sessions as they wish;
- d. select the workshop leaders in concert with the Operating Committee and correspond with them to secure their written commitments for conducting the workshop sessions;
- e. determine and then obtain, through the Facilities Chairperson, the instructional equipment to be available for use in all workshop sessions;
- f. design the evaluation instrument and deliver it to the Sergeant at Arms Chairman who will coordinate its use by all the participants;
- g. correspond with specific committee Chairpersons and the PETS Chairperson, notifying them of any actions taken, budgeted needs, and completion of any assignments made at their request that fall within the duties of the Sessions Provost;
- h. secure the consensus of the Northwest PETS Operating Committee for approval of any changes by the Provost (content, assignments, etc.) concerning the instruction/discussions that are given/facilitated by the Workshop leaders;
- i. at the conclusion of each PETS, prepare for and participate in a critique of the workshop sessions and an evaluation of the workshop leaders; and
- j. suggest program and educational content to the DGEs for their meetings with their Presidents-Elect.

Facilities Chairperson

shall:

- a. be responsible for all contact and negotiations with the hotel, including arrangements for: meeting rooms, signs, tables, microphones, meals, and participant lodging; forward to the hotel the rooming/registration list prepared by the Registrar and return to the Registrar the hotel room assignment list;
- b. arrange assignment of the complementary rooms provided by the hotel and arrange accommodations for special guest speakers, VIPs, etc.;
- c. furnish meal guarantees to the hotel staff;
- d. approve all charges to the master account at the hotel and reconcile final bill;

- e. if required, arrange special-rate parking for registrants; and
- f. in concert with Sergeants at Arms, discuss physical layout, hotel services, and meeting facilities including assigning space to approved merchandise vendors.

Sergeant at Arms Chairperson

shall:

- a. be responsible for the general flow of traffic to meetings, events, meals, and sessions, assuring that participants know where to go and when to get there; train the Sergeants at Arms in their task;
- b. assure that participants are in their designated areas on time and assist at the registration desk as required;
- c. be responsible for the seating arrangements of the head table(s) in coordination with the Sessions Coordinator and Chairperson;
- d. be responsible for name tag holders and name-labels received from Registrar;
- e. be responsible for the safe storage of seminar training material as well as equipment and supplies required by workshop leaders;
- f. assure that the session room signs are properly displayed and rotated or posted as required prior to the next scheduled use; supervise the PETS office provided by the hotel; if any reserved tables are required, see that they are marked; provide warm, friendly greetings and assistance, but also firm direction when required; and
- g. distribute and collect evaluation forms for each workshop session.

Educational Materials Chairperson

shall:

- a. be responsible for the preparation, content and distribution of all educational material to be presented to the participants at PETS; participate in the appraisal process to ascertain whether modifications or additions are necessary;
- b. be responsible for ordering conference binders and incorporating materials, programs, and session schedules therein; (session schedules will be provided by Sessions Coordinator);
- c. be responsible for getting the DGEs approval for shipping the Club Presidents Workbook directly to the Educational materials Chairperson from Rotary International for inclusion in the PETS binder; and
- d. be responsible for formally inviting approved merchandise vendors to be present at PETS and provide insert materials for the PE Workbooks.

Registrar

shall:

- a. be responsible for design of registration forms required by Operating Committee;
- b. receive all registrations from clubs, recording names of registrants, club/district statistics, accommodations required, and payment made; turn funds over to Treasurer and check off against district list of Presidents-Elect;
- c. identify registrants by club size, as required, for assignment to group sessions;
- d. assign registrants to room and or room-sharing, noting non-smoking requests, single occupancy, etc.;

- e. be prepared to print out, periodically, the status of registration for follow-up purposes;
- f. keep the immediate past registrar informed of registration status in order to make provision for that individual to perform the function of back-up registrar; and
- g. assist his/her successor in the arrival registration process at PETS.

Treasurer

shall:

- a. be responsible for receiving and recording all income and expenses of PETS; prepare all disbursements from PETS account for payments of PETS expenses as approved or within the guidelines prescribed by the Chairperson;
- b. coordinate with the Registrar to identify funds received from registrants in accordance with the registration fees, in case any question arises during the registration process;
- c. assist the Chairperson in preparing a budget for the Operating Committee and monitor expenditures against such budget; and
- d. prepare a final statement of income and expense and the cash accounts of PETS, and provide all required information for review by the appointed auditor.

Historian

shall:

- a. be a past committee member of the PETS Operating Committee and appointed for a three year term by the Chairperson;
- b. be responsible for securing and editing all minutes and correspondence from the past Chairperson in order to record and maintain the continuing story of Northwest PETS;
- c. be responsible for establishing a procedure for collection of data from the Presidents-Elect and documenting the information for analysis and use by the Operating Committee in evaluating the effectiveness of PETS;
- d. ensure a copy of the Feedback Analysis is provided for inclusion in the Sessions Coordinator Workshop Evaluation;
- e. maintain custody of all material relating to past Northwest PETS history;
- f. ensure that any action taken by the Board of Directors is incorporated into the PETS Manual of Procedure; and
- g. not be a voting member of the Operating Committee.

Auditor

shall:

- a. be appointed by the Chairperson and confirmed by the Board of Directors;
- b. examine and review the accounts of the Northwest PETS, to ensure compliance with Northwest PETS established policies and the approved budget for the year, the scope and methodology of this examination and review to be determined as agreed upon by the Northwest PETS Board of Directors, in harmony with the intent of the RI Bylaws.
- c. be invited to attend all Northwest PETS meetings but will not be a voting member of the Operating Committee or the Board of Directors.

Assistant Governor Discussion Group Coordinator

shall:

- a. be a Past District Governor from one of the PETS Districts experienced in working with Assistant Governors and appointed for a three year term by the Chairperson;
- b. be responsible for facilitating a roundtable discussion attended by all Assistant Governors present at PETS; and
- c. not be a voting member of the Operating Committee.*

*in the event this individual is coincidentally serving on the Operating Committee as a representative of their district, they shall have one vote in their capacity as the district representative.

The Rotary Foundation Coordinator

shall:

- a. be a Past District Governor from one of the PETS Districts knowledgeable in The Rotary Foundation matters and appointed for a three year term by the Chairperson;
- b. be responsible for preparing and conducting a TRF seminar for PDGs, DGs, DGEs, DGNs and AGs present at PETS; and
- c. not be a voting member of the Operating Committee. *

*in the event this individual is coincidentally serving on the Operating Committee as a representative of their district, they shall have one vote in their capacity as the district representative.

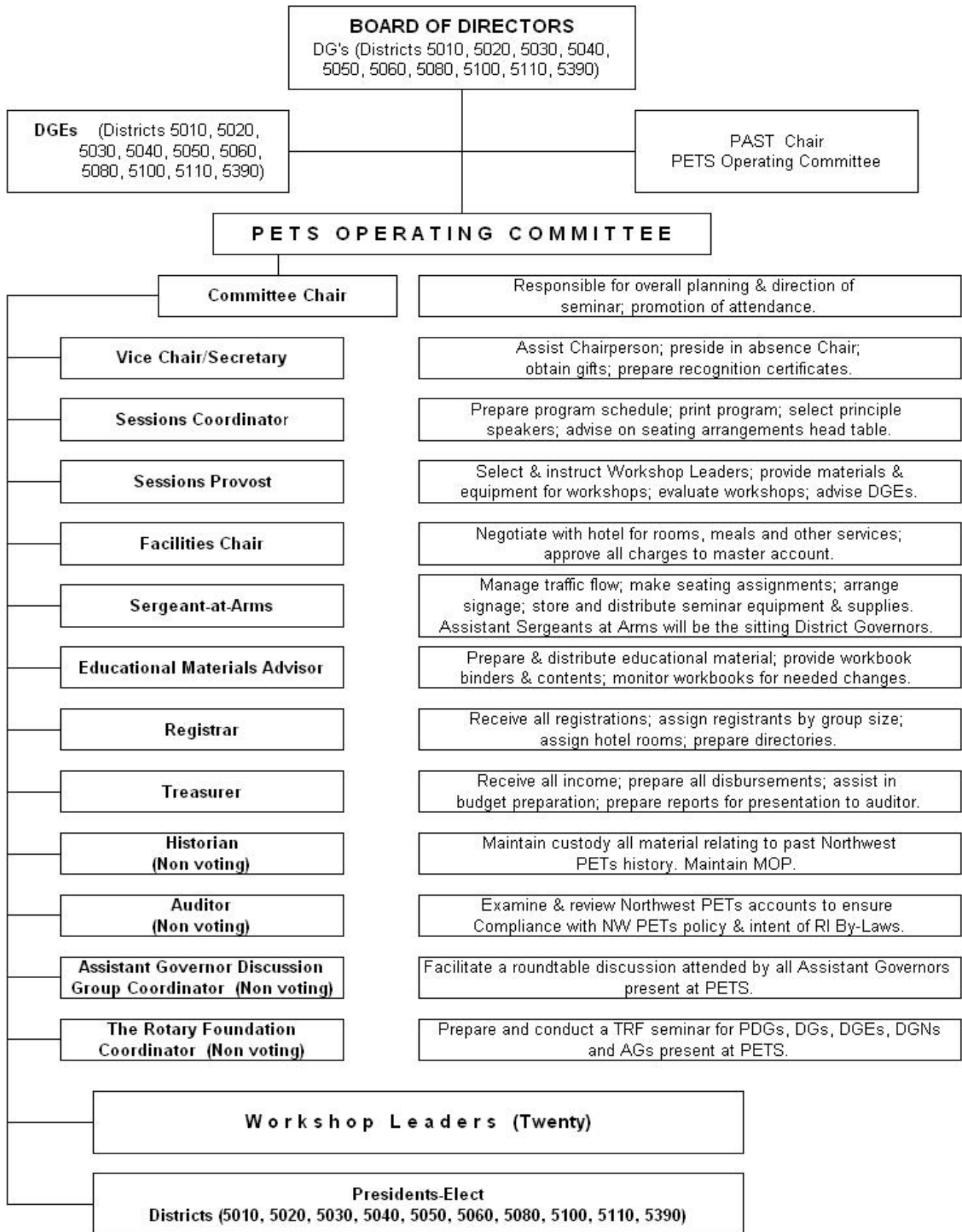
IX Amendments to Manual of Procedure

This Manual of Procedure may be altered, amended or repealed and a new manual may be adopted by a majority of the Board of Directors at the advise of the Operating Committee.

REVISION HISTORY:

- 1. October 1999 -- Manual completely revised, updated and adopted by Board of Directors and Operating Committee.
- 2. October 2001 -- Revisions recommended by Operating Committee in Oct 2000 and July 2001 adopted by Board of Directors and Operating Committee.
- 3. March 2002 -- Revisions recommended by Operating Committee in Oct 2001 adopted by Board of Directors and Operating Committee.
- 3. February 2003 -- Revisions recommended by Operating Committee in Oct 2002 adopted by Board of Directors and Operating Committee. Manual completely reprinted to include changes to date.

Appendix A - Table of Organization



Appendix B – Pacific Northwest PETS Chairs

IN ORDER OF SERVICE

<u>YEAR</u>	<u>NAME</u>	<u>DISTRICT</u>
1982	Dick McClintic	5110
1983	Kelly Waller	5030
1984	Sam Jones	5100
1985	Ray Shutt	5060
1986	Gordon Christopher	5040
1987	Dick Burley	5080
1988	Don Hammond	5020
1989	Carl Swenson	5030
1990	Bob Holcomb	5110
1991	Larry Huot	5100
1992	Jack Peters	5060
1993	Cory Holob	5040
1994	Gene Frank	5080
1995	Fred Medley	5020
1996	Fred Miller	5050
1997	Gary Stevens	5010
1998	Dave Bussard	5110
1999	Milt Scott	5030
2000	Denny Purkey	5100
2001	Ken Arthurs	5060
2002	Leigh Higinbotham	5040
2003	Don Senter	5050
2004	Bill Spath	5390
2005	Russ Daggett	5080
2006		5020
2007		5010
2008		5110
2009		5030
2010		5100
2011		5060
2012		5040
2013		5390
2014		5080
2015		5020
2016		5050
2017		5010

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Appendix C - Sample Program

Pacific Northwest PETS

Not contained in this printing

Appendix D - Statement of Cash Receipts & Disbursements

For the Years Ended April 30, 2002 & 2001

SAMPLE

	Year ended 4/30/02	Year ended 4/30/01
RECEIPTS		
6010 Registration fees	250,131.00	219,370.00
6020 Single room fees	29,251.00	22,771.00
6030 Arrive early/leave late fees	3,565.00	5,060.00
6050 Late registration fees	6,165.00	3,750.00
6080 Interest earned	5,440.80	970.94
6090 Miscellaneous income	36.00	493.91
6091 5010 Assembly fee	0.00	
Total Receipts	294,588.80	252,265.85
DISBURSEMENTS		
6999 Uncategorized Expenses		
7001 Hotel convention expense	233,126.05	215,535.57
7005 Registration refunds	845.00	378.80
7020 President-elect workbooks	4,215.62	6,608.64
7525 Speaker VIP travel	1,665.47	2,107.74
7530 Workshop leader travel	2,698.15	3324.43*
7531 Workshop leader meals	259.85	*incl above
7610 PETS committee travel	11,030.23	10,625.31
7620 PETS committee meeting expense	9,568.10	8,703.82
7625 PETS committee miscellaneous expense	1,250.80	697.01
7700 Registration - postage	581.76	6190.51*
7702 Registration - supplies	1,097.68	*incl above
7703 Registration - telephone	949.28	*incl above
7704 Registration - Miscellaneous	525.58	*incl above
7805 Bank charges	-12.05	
7806 Credit card charges	3,226.33	2,100.42
7810 Office supplies/postage	694.86	759.37
7815 Insurance - treasurer bond	186.00	186.00
7825 Printing programs	3,946.30	987.85
7830 Name tags/ribbons	690.36	1,298.95
7840 Workshop materials	727.15	76.87
7850 Decorations/speakers gifts	1,322.75	1,450.00
7870 ABC's of Rotary	1,687.50	1,687.50
7871 "Frank Talks"	2,896.60	
7875 Manual of Procedure	3,390.00	2,700.00
7900 Miscellaneous expense	20.00	219.41
Total Disbursements	286,589.37	266,388.20
EXCESS OF RECEIPTS OVER DISBURSEMENTS	7,999.43	(14,122.35)

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