



Arizona Tri-District

PETS

Manual of Procedure

And

Manual of Policies

As of July 1, 2010



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Talk

Arizona Tri-District PETS Manual of Procedure

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Section 1 – STATEMENT OF PURPOSE

Arizona Tri-District PETS exists to provide the best possible training for the volunteer leadership of the Rotary clubs and Districts 5490, 5500 and 5510 within Arizona and Needles, CA making use and taking full advantage of their combined resources. PETS is the Rotary acronym for Presidents-Elect Training Seminar — although Arizona Tri-District PETS has become far more — extending to the training of District Governors-Nominees (DGNs), Secretaries-Elect (SEs) and Treasurers-Elect (TEs), Club Leaders' Partners (CLPs), Assistant Governors (AGs), District Secretaries (DSs), District Treasurers (DTs) and other key district leadership positions.

Section 2 – THE PETS COMMITTEE

The PETS Committee consists of three Past District Governors (PDGs) (The Steering Committee of Past District Governors) from their representative districts, each serving 3-year terms on the PETS Committee, together with the District Trainers (DTs) and the District Governors-Elect (DGEs) representing each district, each serving one-year terms on the committee.

The PETS Committee is responsible for:

- The planning and administration of the annual Arizona Tri-District PETS, SETS & More, the annual District Leadership Training, designed to train Assistant Governors (AGs), District Secretaries (DSs), District Treasurers (DTs) and certain other key district officers as may be designated by the Steering Committee of PDGs, along with any other Rotary leadership training programs that may be assigned to them by the districts.
- Approving and adopting an annual budget, based upon the recommendations of the Steering Committee, at its September meeting.
- Selecting and appointing qualified individuals from the districts as needed to fulfill all essential positions, including (but not limited to) those positions of Registrar, Secretary, Treasurer, PETS Trainer, Facilities Coordinator, Program Chairman, Chief Sgt-at-Arms and AV Technician.

- With input from the DGEs representing each district, the PETS Committee is responsible for selecting, contacting and securing competent guest speakers for the annual PETS, SETS & More.
- Appointing facilitators for all training tracks, based upon the nominations made by the DGEs in consultation with their DTs of qualified individuals from each of the districts.
- Creating appropriate printed PETS promotional and registration materials, and seeing that they are distributed in a timely manner to help promote maximum attendance and participation.
- Procuring of all printing, supplies, and services for PETS, including hotel and food services, which are to be arranged through the services of the Facilities Coordinator. If possible, a printer should be selected who has had past experience with the PETS process and requirements. In consultation with the DGEs and DTs, the necessary quantities of inserts for the workbooks for the expected number of PEs, SEs and TEs must be determined and conveyed to the printer in ample time to print and deliver the materials ahead of the date set for the assembly process. Inserts used in the past can be seen in the PETS committee book on file. Printing and supplies used in the past can be seen in the PETS file folder.
- Approving a schedule and a plan for the assignment and best utilization of the available rooms in the host facility, and adjacent facilities when needed, for the district assembles and break-out sessions required for the various training tracks, based upon recommendations presented by the PETS Trainer and the Facilities Coordinator.
- Arranging for the storage of ordered materials as they arrive, and for their transportation to the site for assembling workbooks and to the host hotel in time to be distributed.
- The three DGNs and DGs representing the three Arizona Rotary districts should be invited to attend all PETS meeting.

Section 3 – STEERING COMMITTEE of PAST DISTRICT GOVERNORS

The Steering Committee is comprised of three PDGs representing the three Arizona Rotary districts.

Each participating district is responsible for appointing a PDG who has demonstrated interest and ability in leadership training to serve a 3-year term as a member of the Steering Committee. The beginning of the terms of the PDGs from each district are offset by one year each, to help assure continuity, consistency and quality in the training of leadership for the Arizona Rotary clubs and districts.

The PDG serving his or her third year will serve as chair. Prior to the conclusion of a PETS in consultation with the DGE and DGN, the then sitting Governor from that District in which the chair's term ends will appoint a successor from that District to serve a new three-year term. The term will commence at the conclusion of that year's PETS.

The responsibilities of the Steering Committee include:

- Recommending to the PETS Committee qualified individuals to serve in the capacities of Registrar, PETS Trainer, Facilities Coordinator, Program Chairman, Secretary, Treasurer, Chief Sgt-at-Arms and AV Technician.
- In consultation with the PETS Trainer annually review the curriculum being utilized for all leadership training programs for which the PETS Committee is responsible. The committee will take into consideration the evaluations submitted by those participating in the most recent editions of the training programs, as well as considering the ever-changing needs and demands of the clubs and districts.
- The Steering Committee is responsible for making adjustments to the training programs as needed, to assure that the very best quality leadership training will continue to be provided for Arizona club and district leaders. The committee then refers any recommended changes to the PETS Trainer to make revisions as needed in curriculum guides and workbooks, and to further implement through the training of the facilitators.
- Establishing the AG, DS and DT training dates and location (usually held at the end of October), and determining if training for other key district officers should be added.

- The Steering Committee also has the responsibility of developing a recommended annual budget to be considered and adopted by the PETS Committee at its September meeting.

Section 4 – DISTRICT GOVERNORS-ELECT

The three DGEs are responsible for:

- Serving one-year terms on the PETS Committee.
- In consultation with their District Trainer recommend to the PETS Committee potential facilitators from each district.
- Preparing a joint welcoming statement for publication in the PETS promotional materials.
- Making recommendations to the PETS Committee regarding possible speakers.
- Providing all necessary names & address labels to the registrar.
- Informing their DGNs from their districts that they and their spouses will be responsible for assisting the Registrar with the registration & distribution of materials at check-in.
- Every third year, assuring that their district has appointed a PDG to serve as their district representative on the PETS Steering Committee for a three year period. (i.e.: PDGs are to be selected to represent D5490 in 2006, D5510 in 2007, and D5500 in 2008).
- Insuring that dates and venues for other PETS sessions are provided to any of their district's PEs that cannot attend Arizona PETS, and assure that their district's clubs comply with the mandatory attendance at a PETS session for all PEs.
- Actively promoting the attendance of every PE in their districts (as required by RI), as well as maximum attendance of SEs and TEs.
- Providing to the Registrar by December 31 adhesive address labels for their entire district's PEs, SEs, TEs and DGNs.
- In conjunction with the Chief Sgt-at-Arms, providing requested numbers of Rotarians from their districts to assist with Sgt-at-Arms duties.

- Organizing and coordinating the assembling of the PETS notebooks, including recommending a place to assemble them and recruiting personnel to help accomplish the task.
- Helping organize the materials that will be in the notebooks. This could include:
 - Rotary Leadership Guide
 - Club Leadership Plan
 - What's Rotary
 - ABC's of Rotary
 - Rotary Foundation Facts
 - Two Needs, Two Ways of Giving
 - Recognition and Contribution Form (for TRF)
 - Recognition Transfer Request Form (for TRF)
 - Benefactor Commitment Card
 - Every Rotarian Every Year Brochure
 - The RI Catalog (or at least a copy of the catalog Index)
 - Information on the RI website and its use
 - Vendor Catalogs
- Conduct the required District breakout sessions at PETS, SETS & More
 - Prepare, punch and assemble for notebooks insertion specific district materials you wish to use in support of your district sessions, which typically includes:
 - Your personal letter to your club leaders
 - RI President Elect's theme
 - Presidential Citation Criteria and Certification Form
 - Rotary Foundation Club Goal Report Form
 - Membership Development & Extension Award Program
 - DGEs may also may consider distributing at their district sessions:
 - *How to Propose A New Member*
 - *New Member Orientation*
 - *Rotary Basics*
 - *This Is Rotary*
 - Other selected publications from the *RI Catalog*

Section 5 – DISTRICT TRAINERS

While the District Trainers will continue to have the primary responsibility to develop in their own districts, in consultation with the District Governor (DG) and DGE, their District Assemblies and other on-going and on-site leadership training

for club officers, directors and committee chairmen, the DTs also should play an active role in the Tri-District PETS organization in the following ways:

- Serving one-year terms on the PETS Committee
- Consulting with the PETS Trainer concerning changes that may need to be made to improve and expand the cooperative leadership training programs under the administration of the PETS Committee.
- In consultation with their districts' DGEs to select and recommend to the PETS Committee their best qualified trainers to serve as facilitators for the training sessions.

Section 6 – CHAIRPERSON

The PDG serving his/her third year on the Steering Committee of Past District Governors automatically chairs the PETS Committee.

The Chairperson is responsible for the following:

- Assuring that the 990 Form for the previous Rotary year has been filed with the IRS.
- Sending out meeting notices as far in advance as possible.
- Presenting for approval at the September PETS Committee meeting the annual budget proposed by the Steering Committee (SC).
- Make arrangements for a photographer to photograph all PEs, SEs, TEs, AGs & DGNs attending PETS, SETS & More. Provide these photos to the DGEs for use in their district directories by the third week after PETS.
- Reviewing hotel arrangements with Facilities Chair.
- Inviting the Zones' RI Director and spouse to PETS, SETS & More.
- Work with SC and PETS Committee to designate and invite other RI dignitaries to attend and/or speak at PETS (Note: must be done very early in the PETS planning process).
- Appointing aides for each speaker and senior Rotary leaders in attendance.
- Insuring that key speakers are treated appropriately (aides assigned, transportation arranged, fruit and/or flowers in hotel room, appreciation gifts purchased & presented), and writing appreciation letters at the conclusion of PETS.

- The incoming Chair is to present a suggested schedule of PETS Committee meetings for the next year at a brief meeting to be held at the conclusion of PETS, SETS & More. In the past these meetings have been held in April, September, October or November, and January. This is flexible and can vary as may be needed, and telephone conferences should be considered as an alternative.

Section 7 – REGISTRAR

The Registrar is appointed by the PETS Committee upon the recommendation of the Steering Committee of PDGs, and serves a 1-year term. Although one individual is designated as the Registrar, the responsibilities for this position are significant and should require assigning other committee members to provide assistance.

The Registrar is responsible for:

- Obtaining adhesive address labels for PEs, SEs, TEs and DGNs from the DGEs by December 31.
- Drafting a proposed letter to go to PEs, SEs, and TEs detailing the particulars of the upcoming PETS session and coordinating its mailing with any other promotional materials being produced by the PETS Committee.
- Mailing out the first batch of letters at a time designated by the committee — usually as early in the year as possible. This mailing should include a PETS registration form, details on the program and hotel costs, and include a location map, a program summary and other materials designed to generate interest and promote early registrations.
- Reviewing registration forms previously used and updating them as needed. This generally includes a revised registration fee schedule and hotel room rates, etc.
- Order workbook binders and carry bags for materials for PETS, SETS & More.
- Determining with the PETS Committee how registration will be done. If SPORG is to be used, then most registration will be done on-line and fees processed via credit cards. Review past experience and recommend advisable changes in the process to the committee. Decide how you will process mailed-in registrations and those paid for by check.

- Forward to the Treasurer all checks received with registrations.
- Deciding how often to provide registration updates, recognizing that more frequent updates are needed as PETS draws closer. If a district is lagging in registrations, the Registrar will provide that information to the appropriate DGE on a timely basis, rather than waiting for a scheduled committee meeting.
- Deciding in consultation with the PETS Committee what type of name badges will be provided to PETS attendees. If they will be of a permanent nature, it is recommended that the Registrar start early working with the badge preparer, so badges can be prepared as data is received. **Determine in consultation with the PETS committee details regarding how badges will be marked, i.e. dots, colors, etc.**
- In consultation with the PETS Committee, determining how many and what kind of tent cards will be required, and determining what items are intended to be inserted into the registration packet envelopes (name badges, tent cards, CDs, etc), and when they will be available. If a special meal is required, a special meal ticket must be included in the packet.
- The Facilities Coordinator will coordinate with the Registrar to finalize meal counts and order special meals as required.
- Obtaining the names & contact information from the DGEs for the DGNs and their spouses who will assist with the on-site registration and materials pick-up at PETS, SETS & More.
- On the first registration day, organizing the distribution of the carrying bags for PEs, SEs, TEs, DGNs and AGs. Usually these will be differentiated by bag color or carrying handle color. Bags should be placed in “alpha” order, with distribution performed by the DGNs and their spouses.
- Since there will always be attendees arriving who have not previously registered, the Registrar needs to make provision for having extra bags available.
- Obtain two qualified individuals who can assist the DGNs and the Registrar with solving registration problems.
- Establish a location for processing late registration away from the bag handout location. Non registered attendees should be sent to that

location by the bag issuers. Late registration attendees will need to be issued a temporary name tag.

- All fees must be collected before a name tag is issued.
- The number of computers, printers, etc required during registration must be determined ahead of time, as well as who is responsible for providing the equipment.
- As PETS nears completion, the Registrar should prepare a list by district of no-shows, and a list of clubs that did not send representatives. These lists should be provided to each DGE, and arrangements made for each DGE to pick up bags and other materials not issued. ALL of these items MUST be picked up by the DGEs for their distribution.

Section 8 – FACILITIES COORDINATOR

The Steering Committee will appoint each year one of its members to serve as the Facilities Coordinator.

The Facilities Coordinator is responsible for:

- Negotiating, with PETS Steering Committee approval, all contracts with the PETS venue and any other facility required for meeting space. The FC is expected to investigate and suggest venues for future PETS.
- Arranging for all sleeping rooms needed by the guest speakers. The PETS Chair is responsible for informing the FC of the arrival and departure times of all dignitaries.
- Establish meal menus and costs for recommendation to the PETS Committee for their approval.
- Upon approval of the meal selections, the FC will coordinate with the Registrar to finalize meal counts and order special meals as required.
- Arrangements also must be made for coffee and cold drinks to be served during the scheduled breaks.
- Coordinating all needs of the Registrar, DGEs, facilitators and speakers for A/V equipment, registration tables, chairs, etc.
- Meeting with key hotel personnel to explain the PETS program, and identifies who will assist in the various needs during the weekend. The FC, with the approval of the Steering Committee, is the only one authorized to

request items from the hotel staff that will require or incur any fees or changes in the contract.

- Reviewing every detail of the PETS program invoices and make corrections or amendments as needed. Bills will not be forwarded to the Treasurer for payment until they have the written approval of the FC. The FC is the only member of the committee who has the authority to approve additional hotel related expenses.
- Developing for the PETS Committees a recommended schedule and a grid that maximizes the use of all available rooms in the host facility, as well as adjacent facilities when needed, while attempting to gear the composition and size of break-out groups as much as possible to the size of the Rotary clubs represented.

Section 9 – PROGRAM CHAIRPERSON

The Steering Committee will appoint each year one of its members to serve as the Program Chairperson.

The Program Chairperson is responsible for:

- Coordinating the selection of all major speakers for the meals and plenary sessions of PETS, SETS & More, with the approval of the PETS Committee, and handling all related invitations and other communications regarding the program.
- Obtaining speaker biographies.
- Inform speakers of the program schedule and details regarding meal functions in which they will be involved.
- Coordinate the registration of the speakers with the Registrar.
- Prepare plans for each meal function program, including the selection of persons representative of the three districts to preside, lead in the invocation, flag salute and songs and to make special introductions. It is advised that a detailed time-line plan be developed for each meal function program, in order to maintain the PETS schedule.
- Preparing/obtaining a waiver form permitting audio-video recording of speakers and any other presentations to be made at PETS, SETS & More and submitting the form for necessary signatures.

Section 10 – PETS TRAINER

The PETS Trainer is one of the most time-consuming positions, and this person is a key to the success of Arizona's Tri-District PETS training programs. This individual is selected by the PETS Committee upon the recommendation of the Chairman and the Steering Committee of PDGs. Since continuity, consistency and quality in training are essential, it is advisable for the PETS Trainer to serve 3-year terms in this position.

The PETS Trainer is responsible for:

- Creating and updating curriculum materials, including facilitator guides and workbooks for the various training tracks.
- Updating all materials as needed after each Council on Legislation has met and a new Rotary Manual of Procedure has been released.
- Consulting with the District Trainers concerning any recommendations of changes in curriculum and programs they feel may need to be considered.
- Making suggestions for changes and improvements in materials and programs to the Steering Committee.
- Changing and updating materials to implement the recommendations made or approved by the Steering Committee.
- Creating facilitators guides and training programs for the facilitators assigned to lead the various training sessions.
- Conducting training for the assigned facilitators which provides an in-depth understanding of the content, as well as ensures that the facilitators can and will *facilitate* the discussion sessions rather than lecture on their topic.
- Creating evaluation forms for PETS, SETS, and More and for all breakout sessions, and making provisions for gathering and compiling the data, and writing a summary report for preparation to the PETS committee at its September meeting.
- Designing and conducting District Leadership Training for Assistant Governors and other incoming officials, including District Secretaries and District Treasurers.

Section 11 – SECRETARY

The Secretary is appointed by the PETS Committee upon the recommendation of the Chairman and Steering Committee of PDGs, and serves a 1-year term.

The Secretary is responsible for:

- Creating and providing to committee members a directory of all committee members and other appointed officials of Arizona Tri-District PETS.
- Taking notes at committee meetings necessary to create official minutes of the meetings, submitting these to the Chairman for review and approval, and then distributing them to the committee members as soon after each committee meeting as possible.
- Assisting the Chairman in distributing meetings notices and reminders to committee members.
- Assisting the Chairman and the committee with any necessary correspondence on behalf of the committee.

Section 12 – TREASURER

The Treasurer is appointed by the PETS Committee upon the recommendation of the Chairman and Steering Committee of PDGs, and serves a 1-year term.

The Treasurer's responsibilities include:

- Receiving and accounting for all funds associated with Arizona Tri-District PETS.
- Making certain that signature cards for bank accounts are up-to-date. **(Two signatures are required on each check)**
- Issue all checks required in the operation of the organization upon the approval of one of the Steering Committee members.
- Providing financial reports to the PETS Committee at each of its meetings, including a comparative report reflecting income and expenditures in respect to the adopted annual budget.
- Provide an annual financial report for Arizona Tri-District PETS and assure that it is distributed to all committee members and to the District Governors of each participating district by August 15.

- The outgoing Treasurer will be responsible for preparing all annual tax and corporate reports for approval and signatures by the Chairman, and see that these are filed in a timely manner for the organization.
- The outgoing Treasurer is also responsible for delivering to the incoming Treasurer the permanent file of all tax returns and corporate reports for the organization.

Section 13 – CHIEF SGT-AT-ARMS

The Chief Sgt-at-Arms is appointed by the PETS Committee upon the recommendation of the Chairman and Steering Committee of PDGs, and serves a 1-year term.

The mission of the Sergeants-at-arms is to provide guidance and support to all attendees for the safe and secure operation of the seminar, while enhancing the overall experience by promoting fellowship and goodwill.

The responsibilities of this individual include:

Training Sessions:

- Training and coordinating the efforts of the Rotarians recruited by the DGEs from their districts to assist with Sgt-at-Arms duties at PETS training events.
- Supervise doors as necessary.
- Supervise the distribution / collection of printed materials as directed by seminar staff.
- Alert the attendees to session starting times to insure attendance requirements are upheld.
- Assisting with room clearing and setup as needed.
- Assuring that the training rooms have all essential equipment required by the presenters and facilitators.

Traffic Control:

- Control and maintain the seating at the sessions of the seminar.
- Supervise the doors as necessary.
- Provide crowd control I the display areas as necessary.

- Control speakers at the microphones, if requested by the presiding officer.
- Control meal tickets and / or verify admittance by name badge at the entrances to the dining areas as needed. Maintain reserved seating areas as designated by seminar staff.
- Liaison with seminar / hotel staff regarding the physical setup, public address system, lighting, ventilation, etc. of the meeting rooms as necessary, reporting any equipment malfunctions for immediate repair/replacement.
- Assuring that adequate signage has been created and posted for these events.

Safety and Security:

- Liaison with seminar staff to ensure that security, emergency and first aid procedures, and general safety meets the needs of the staff and attendees.
- Know location of all first aid stations, emergency facilities, seminar staff office(s), facility management office, elevators, restrooms, emergency exits.
- Ensure that all PETS equipment and rentals, including vehicles, two-way radios, vests, hats, identifying name badges, etc., assigned to the Sergeants-at Arms are appropriately allocated and accounted for.
- Safe and adequate transportation of speakers and other invited guests to and from the event sites.

Be Helpful:

- Encourage a spirit of friendliness and fellowship among those present at the seminar.
- Assisting attendees in locating essential materials.
- Be ever alert for those in need. Go immediately to someone who appears ill, hurt, upset, in distress, or confused in any way.
- The Chief Sergeant-at-Arms will maintain lists of staff members and their responsibilities to assist in directing any questions.

- Assist disabled participants with mobility and special seating needs.
- Be alert, be visible, and be dependable
- Claiming, logging and storage of lost and found items.
- Administrative
- Evaluate overall performance of the Sergeants-at-Arms and recognize extraordinary service as applicable.
- Providing information about procedures and services available to attendees.
- Other duties as may be assigned.

Section 13 – AV TECH

The Audio-Visual Technician is appointed by the PETS Committee upon the recommendation of the Chairman and Steering Committee of PDGs, and serves a 1-year term.

The AV Tech's responsibilities include:

- Procuring, setting up and operating essential audio and visual equipment for all training events.
- Determining and collecting in advance from speakers any CDs, videos and other AV media they plan to use in conjunction with their presentations.