



Rotary High Country PETS GUIDELINES

Updated January 21, 2019

ROTARY HIGH COUNTRY PETS

Guidelines

(Revised January 21, 2019)

An inter-district committee has been established to provide planning for the annual multi-district Presidents-Elect Training Seminar (PETS) which includes Districts 5390, 5440, 5450, 5470, and 5630. The district governors of the five districts hereby authorize the inter-district committee to operate in accordance with the Rotary International Manual of Procedure, the Rotary International PETS Leaders' Guide, and under the following guidelines:

1. **Name:** The official name of the organization is Rotary High Country PETS and is registered in the State of Colorado under this name. The governing inter-district committee is known as the Rotary High Country PETS Committee and is referred to herein as the Committee.
2. **Purpose:** The purpose of the Committee is to plan, organize, and implement an annual meeting to train incoming Rotary club presidents, presidents-elect nominee and assistant governors and to provide other corollary activities for past district governors and the partners of presidents-elect. .
3. **Membership:** The Committee consists of the following members:
 - a. The core Steering Committee, composed of thirteen members, includes the District Governors Elect and District Governors Nominee from the five participating districts, the PETS Chair, PETS Administrator and PETS Lead Trainer.
 - b. District Governors from each participating district, PETS Treasurer, district trainer (one per district) from each participating district, the Event Production Team (EPT) committee chair, PETS registrar and task group chairs that may include Materials, Internal Promotion/Communication, VIP Coordination, and Administration. Task group chairs will be named without regard to balancing or rotating of positions among the five districts. When possible, task group chairs will serve multiple years.
4. **Voting:** All members in attendance may participate in Committee discussions but voting shall be limited to members of the core Steering Committee. Any core Steering Committee member who is unable to attend a meeting shall notify the PETS Chair that they wish to assign their proxy to another on a Steering Committee vote. In the absence of such notification, the DGE or DGN (in that order) from that district may cast the absent member's Steering Committee vote. In the event of a tie vote, the tie will be broken by the Chair, per Robert's Rules of Order.
5. **Meetings:** The Committee shall hold regular meetings at a time and place determined by the Chair and the Steering Committee members. The meetings should be as centrally located as possible. Meetings may also be held by teleconference. Special meetings may be called by the Chair or by three of the five DGEs.
6. **Chair, Chair-Elect and Chair-Elect Nominee:** The DGN's shall select a member of their class to serve in the following capacity:

- a. In the year they are DGE, that person shall serve as Chair-Elect Nominee
 - b. In the year they are DG, that person shall serve as Chair-Elect.
 - c. In the year they are PDG, that person shall serve as Chair
 - d. While an effort should be made to give each district an opportunity to chair HC PETS, this should not be the overriding concern in the selection process.
7. **Sub-committees:** The Steering Committee may add or delete sub-committees and/or task groups as required and will designate or re-appoint sub-committee and task group chair persons each year. The following sub-committees and/or task groups are considered to be the standard organization:
 - Program Development Committee (DGEs - speakers, training content, etc.)
 - Materials
 - Internal Promotion/Communication
 - VIP Coordination, Protocol
 - Logistics (SAA, House of Friendship)
 - Facilitator training and communication (PETS Lead Trainer)
 - Event Production Team (EPT - audio/visual support)
 - Registration (with district sub-registrars)
 - PETS Treasurer
8. **Training Content:** See Appendix A.
9. **Finances:** High Country PETS and the activities of the Committee are self-sustaining and supported by registration fees. The districts are not expected to provide financial support in the absence of an emergency except for a \$2,500 per district deposit for the following year should financial reserves drop below the minimum of \$25,000. Deficits and/or surpluses shall be pro-rated and distributed among the districts at the end of each fiscal year according to the number of paid presidents-elect, and assistant governors from each district expressed as a percentage of the total paid from these groups. A reserve fund of \$25,000 shall be established in a savings account as an emergency fund. Should this amount drop below the minimum of \$25,000, a \$5 per registrant fee may be assessed and transferred to the savings account before overages are returned to the districts.
10. **Records and Funds:** The Committee maintains its own records and funds. Reports are made to the members of the Committee as needed. A financial report is made annually to the participating districts.
11. **Fiscal Year:** The fiscal year begins on July 1st and ends on June 30th.
12. **Expense Reimbursement:** see Appendix B.
13. **Insurance:** By mutual agreement liability coverage is provided by each district's umbrella policy.
14. **Amendment of Guidelines:** These guidelines should be reviewed for relevancy annually. They may be amended or repealed at any time by an affirmative vote of at least 2/3 of the Steering Committee. Notice of proposed changes should be distributed to the Committee

members for their consideration at least seven days in advance of the meeting.

The Chair-Elect should maintain the currency of the guidelines by working with the Administrator who will distribute them on an annual basis if there are changes. As committee members are added, they should receive copies of the guidelines from the Chair-Elect.

15. **Existence:** High Country PETS shall exist for such period as approved by the voting members of the Steering Committee of all five districts. The continuation of such approval by the current Committee, and by their successors as they assume their offices, shall be presumed until a district governor then in office files a written notice with the current Steering Committee Chair at least 24 months prior to the next scheduled PETS, that he/she is withdrawing his/her support and district membership, upon written confirmation by that Governor's District Executive Committee.
16. **Dissolution:** High Country PETS may be dissolved upon the vote of four-fifths of the members of the Steering Committee, and upon their agreement of a plan of disbursement of residual funds or deficits.

17. **Committee Structure:**

CHAIR:

- Determine meeting objectives and agenda in consultation with the Chair-Elect and PETS Administrator
- Communicate meeting schedules to the Committee
- Preside over committee meetings
- Follow up to insure all tasks are completed

CHAIR ELECT

- Maintain currency of PETS guidelines through coordination with the Administrator
- Manage VIP Coordination (page 5)
- Publicize, arrange and host District Leadership briefing.

CHAIR-ELECT NOMINEE

- Write, edit (with chair) and send out meeting minutes
- Observe the functions and responsibilities of the Chair and Chair-Elect in preparation for the transition to Chair-Elect
- Internal promotion and communication
- Fulfill other duties as assigned by the Chair

What follows are the basic responsibilities for each task group. Chairs of the task groups shall be identified by the DGE group, self-selected as noted or selected and trained by the PETS Administrator. **(Wherever possible, the chairs of the Materials and Logistics task groups should expect to serve up to three consecutive years in the position.)**

<u>Committee:</u>	<u>Tasks:</u>
Internal Promotion and Communication. (Chair-Elect Nominee)	<ul style="list-style-type: none"> _ Email to DGEs letters for club PEs communication for club PEs (every 2 weeks) _ Get promotional information to all DGEs in a timely manner for distribution to potential attendees.
Materials (May attend PETS)	<ul style="list-style-type: none"> _ Work with RI to insure all materials go to a single address and include extras to make all handouts the same _ Arrange for printing of the program, hotel map, etc. _ Ensure all RI materials have arrived _ Review PETS materials with printer prior to printing _ Ensure materials arrive at hotel _ Ensure efficient distribution of materials at hotel
VIP Coordination (Chair-Elect)	<ul style="list-style-type: none"> _ Assign aides for speakers (sitting DGs) _ Get bios and photos for promotional material _ Send initial letters to speakers/VIPS _ Ensure speaker a/v needs are met _ Register speakers for PETS and reserve their hotel room _ Arrange for speaker gift in room (candy, etc.)
Logistics (Vendors/Exhibits/SAAAs) (Attends PETS)	<ul style="list-style-type: none"> _ If applicable, arrange for Sunday service; person responsible and logistics at hotel. _ Arrange for House of Friendship – vendor communication _ Arrange for Sergeants at Arms – train on site

Each of the following positions is considered either appointed by the Committee or assigned by the EPT (Event Production Team).

PETS Lead Trainer	<ul style="list-style-type: none"> _ Work with district trainers to ensure overall training plan is sound _ Work with DGEs to identify best facilitators _ Send welcome email to facilitators _ Ensure facilitators have all information in a timely manner _ Conduct pre-PETS conference call for all new facilitators to set expectations _ Review training plan of each facilitator team _ Identify facilitator needs for binder (handouts) _ Insure facilitators are registered _ Conduct Facilitator Training _ Create breakout groups by size (work with Administrator) _ Oversee PEN sessions, AG training, Recommended Friday afternoon breakouts (if offered) _ Conduct post PETS debrief with facilitators
District Trainers	<ul style="list-style-type: none"> _ District Specific Training _ Summary of District Specific Session Evaluations post-PETS
EPT – hotel/audio visual	<ul style="list-style-type: none"> _ A/V requirements for meeting breakouts and plenary sessions Create Power Point for plenary sessions _ Work with hotel liaison on site
PETS Registrar	<ul style="list-style-type: none"> _ Work with district registrars on all registration tasks _ Arrange for on-site registration support _ Prepare name tags, class tent cards for distribution to the Districts _ Work with districts to ensure all fees are appropriately paid _ Provide statistics for debriefing

Treasurer	<ul style="list-style-type: none"> _ Work with Administrator, Chair and Chair-Elect on budget _ Pay all bills in a timely manner _ Receive and deposit PETS revenue in a timely manner _ Produce statement of income and expense _ Refund overage to district (or collect shortage) in accordance with guidelines _ Complete Form 990
Administrator	<ul style="list-style-type: none"> _ Serve as “institutional memory” for PETS _ Prepare and update the PETS publicity flyer and other promotional information _ Work with Chair and Chair-Elect on budget _ Work with Chair and Chair-Elect on meeting objectives and agenda _ Prepare schedule of activities for printer _ Maintain Critical Task List to insure tasks are completed _ Work with PETS Trainer to assign PE/PEN groups to breakout rooms _ Prepare and review “Event Script” with DGE’s and Event Production Team _ Maintain list of committee members _ Provide master event “blow by blow” list _ Prepare and distribute event evaluation and report results _ Arrange for contributions to go to TRF (\$100 to \$200 each) in honor of speakers _ Attends the summer planning meeting, PETS, and possibly the Multi-District PETS Alliance meeting in Evanston.
Hotel Liaison	<ul style="list-style-type: none"> _ Contact the appropriate hotel for summer planning meeting, January Facilitator meeting (when held) and PETS conference and schedule and/or confirm dates. _ Negotiate/sign hotel contracts _ Work with hotel to develop menus for each of the above meetings _ Track the PETS hotel room block & room nights; troubleshoot lodging issues as they arise. _ Prepare the Hotel Resume/master bill and confirm contents with PETS Chair, Administrator and Hotel contact person.

Hotel Liaison (cont.)	<ul style="list-style-type: none"> _ Attend the summer planning meeting, January facilitator meeting (when held) and PETS.
Website Coordinator	<ul style="list-style-type: none"> _ Update the High Country PETS website homepage as needed. _ Prepare all needed registration pages _ Post PETS registration links for each district on the website. _ Provide appropriate website access to current DGEs, District Trainers, lead trainer, PETS Registrar and District Registrars. - Provide a master list of PETS registrations to the Administrator, PETS Registrar, and Lead Trainer. <p>Does not attend the summer planning or PETS; but, will participate in conference call meetings.</p>

APPENDIX A

PETS Training

District and Content Breakout Sessions

All the topics below are recommended by Rotary International and approved for PETS. They follow the Club Leadership Plan. Refer to Appendix C, The PETS Training Matrix for more detailed information. The Matrix will be updated annually.

<u>District Breakouts</u>	<u>Content Breakouts</u>
Working with District Leaders	Planning Your Year
Goal Setting & Strategic Planning (Planning Guide and Long-Term Planning)	Leading Rotarians
The Rotary Foundation	Club Management
Grants	Running Effective Meetings
Youth Service Public Relations/Social Media Fundraising Membership Retention/Recruitment	Strengthening Your Membership

APPENDIX B

Reimbursement Policy

1. High Country PETS Steering Committee Members will be reimbursed as follows:

- A. First Planning Meeting held each summer in Denver area – PETS will cover the cost of the meeting room and may cover the cost of the group lunch. Lodging and travel are at the member's expense or may be reimbursed by their district.
- B. Facilitator January Training – no reimbursement unless covered under the facilitator section.
- C. PETS (President Elect Training Seminar) – No travel expense is covered (paid by individual or district). PETS pays for the registration/meal package, ½ of the total hotel room cost (shared rate) for two nights; and, the lunch provided at the final day close-out meeting. A district officer who is a member of the Steering Committee and occupies a complimentary Suite, will not be eligible for a room expense reimbursement.
NOTE: A committee member must participate in at least 50% of the planning meetings to be eligible for reimbursement. If PETS income is sufficient in any given year, eligible committee members may be given up to three nights of ½ the hotel room cost.

Spouse/partner expenses are not included for any meeting unless they are also a member of the committee.

2. High Country PETS Facilitators and Other Multi-District Trainers will be reimbursed as follows:

- A. Annual Training Meeting, (when held) customarily at the Renaissance in Denver in January of each year: Driving: Mileage over 100 miles will be reimbursed at the current RI mileage rate, up to a maximum of \$250. Only one person will be reimbursed per vehicle if multiple facilitators/trainers are in the vehicle. If travel is by air or other public transportation (travel being more than 100 miles), the maximum reimbursement is \$250.

Hotel room is reimbursed at the shared rate (1/2 of cost) for up to two nights.

Meals: Breakfast and lunch will be provided on the training day. Other meals are at the expense of the facilitator.

- B. PETS (President Elect Training Seminar):
PETS Group Breakout Facilitator's travel expense is the responsibility of the individual or may be covered by the individual's district. Rotary High Country PETS will cover the cost of PETS registration/meal package, lunch on the first day of PETS (usually Friday) and hotel room for up to three nights for the shared cost (1/2 of total per person).

Recommended Friday Session Facilitators, maximum of four, who travel more than 100 miles will be eligible for one-night lodging at ½ of the group rate. *

PEN Sessions Facilitators, maximum of three, are eligible for 2 nights lodging at ½ of the group rate. *

AG Session Facilitators, maximum of two, are eligible for 2 nights lodging at ½ of the group rate. *

*The listed reimbursements do not apply if the facilitator is being reimbursed under another section of the PETS Guidelines (for example, a District Trainer who does PEN training is already covered under the Steering Committee reimbursement.

3. The PETS Administrator and the PETS Lead Trainer will receive additional reimbursement as follows:

The budget for each fiscal year shall include a set amount to be used when people in these positions live outside of the Denver Metro area (over 100 miles away). This will help defray travel/lodging expenses for up to three required Denver meetings per year (face-to-face planning meeting for PETS, Facilitator annual training, and PETS (President Elect Training Seminar). The Administrator will also be eligible to expense meals associated with, but not otherwise covered, during one of these three events.

4. Multi-District PETS Alliance Annual Meeting at RI Headquarters: Two representatives of the PETS Steering Committee will each be reimbursed for travel/lodging **expenses up to half of the budgeted amount**. The members attending are customarily the Chair and Chair-elect; but, can include other committee members. Reimbursement does not include mileage to/from the member's home/airport. Lodging includes the motel nights during the Alliance Meeting and reasonable meals not otherwise covered during the meeting.

HIGH COUNTRY PETS



Pre-PETS Topics, PETS Elective Topics, Breakout Session Topics, & District Breakout Topics (1/31/19)

The following matrix includes the topics as contained in the Table of Contents of the Rotary International Lead Your Club President 2019-22 Edition. Below are the topics that will be covered by sessions at Pre-PETS, PETS Electives, PE/PEN/AG Breakouts, and District Breakouts in March 2019.

Topic	Topic Notes	Pre-PETS Self Training	PETS Electives	Breakout Sessions for PEs, PENs, AGs	District Breakouts	Post PETS
Pre-PETS Topics	Complete before PETS					
Read President's Manual	Required	X				
Complete RI Club President Basics on line class (RI Learning Center)	Required	X				
Practice in Rotary Club Central Practice Lab https://rotary.qualtrics.com/jfe/form/SV_d0B0GS7kbJvsyDX	Optional	X				
Best Practices for Engaging Members (RI Learning Center)	Optional	X				
Is Your Club Healthy (RI Learning Center)	Optional	X				
How Great Leaders Inspire Action https://youtu.be/qp0HIF3SfI4	Optional Video	X				
Steve Jobs Leadership Skills Breakdown - How To Motivate People, https://youtu.be/dVLERJ5IdrA	Optional Video	X				
Practicing Flexibility and Innovation (RI Learning Center)	Optional	X				
Alex Sheen "Because I Said I Would" https://youtu.be/Iooz1TrCmbs	Optional video					
PETS Electives Topics	Three Elective periods 1-3:30					

Topic	Topic Notes	Pre-PETS Self Training	PETS Electives	Breakout Sessions for PEs, PENs, AGs	District Breakouts	Post PETS
	p.m. Friday, March 1					
Engage and Inspire Your Members	Optional		X			
Fund Raising	Optional		X			
Club Culture	Optional		X			
Social Media/Communications	Optional		X			
Leadership Update						
Membership						
Polio						
Public Image						
Rotary Finances						
Zone Update						
President Manual Topics (From Table of Contents)	In “Lead Your Club, President: 2019-22 Edition”					
Your Job As Club President						
Responsibilities – PE				X	X	
Responsibilities – Pres				X	X	
Plan Your Year						
Strategic Planning				X		
Setting Annual Goals					X	
Evaluating Goals					X	
Leading Rotarians						
Working with Your Leadership Team				X		
Member Education				X		
Motivation and Recognition				X		
Sample Club Committee Structure				X		
Rotary Training Events				X		
Running Your Meetings						
Club Administration Committee				X		
Creating an Engaging Club				X		

Topic	Topic Notes	Pre-PETS Self Training	PETS Electives	Breakout Sessions for PEs, PENs, AGs	District Breakouts	Post PETS
Experience						
Club Assemblies				X		
Governor's Visit				X		
Running Your Club						
Rotary Club Standards				X		
Club Constitution and Bylaws				X		
Rotary's Online Tools				X		
Reporting Requirements				X		
Financial Management				X		
Risk Management				X		
Working with Your District				X		
Strengthening Your Membership						
Club Membership Committee				X		
Assessing Your Club				X		
Diversity				X		
Attracting Members				X		
Managing Membership Leads				X		
Engaging Members				X		
Your Alumni Connections				X		
Club Membership Committee Checklist				X		
Promoting Rotary						
Club Public Image Committee					X	
Answering Questions About Rotary					X	
Engaging Through Social Media					X	
Using Rotary Marks					X	
The Rotary Foundation						
Club Rotary Foundation Committee					X	
District support					X	
Foundation funding					X	
Your Projects						
Service Projects Committee					X	

Topic	Topic Notes	Pre-PETS Self Training	PETS Electives	Breakout Sessions for PEs, PENs, AGs	District Breakouts	Post PETS
Rotary Service Opportunities					X	
Rotary Grants and Programs					X	
Rotary Service Options					X	
Risk Management for Youth Programs				X	X	
AG Training Topics						
Getting to know your Presidents					X	
Attending Club and Board Meetings					X	
Representing the DG					X	
Being a Resource to Clubs					X	
Communications with Clubs					X	
Handling situations				X		
PEN Training topics						
Role as PE				X		
Leadership Styles				X		
Problem Solving Scenarios				X		
Problem Solving and Building Consensus				X		
Plenary Sessions	Activity					
Friday Dinner	RI Directors Panel					
Saturday Breakfast	Past-President Panel					
Saturday Lunch	Table Networking					
Saturday Dinner	RI President- Elect Maloney					
Sunday Breakfast	Motivational Speaker					