



**HEARTLAND PETS 2017 – Districts 5670, 5690 and 5710**

**March 23, 24 and 25**

Wichita, Kansas

Marriott Wichita Hotel

*YOU'RE INVITED TO  
MAKE A DIFFERENCE  
BY PARTICIPATING IN*

**SERVICE** to your Club

**FELLOWSHIP** with fellow Rotarians

**LEARNING** more about our organization

**Monday Morning District 5690 Pre-PETS e-Mail**

## *Introduction and Understanding Your Responsibilities as President*

Good Monday morning to all 2017-18 President-Elects in Rotary District 5690,

### **CONGRATULATIONS ON YOUR ELECTION TO LEAD YOUR CLUB!**

It is going to be a very exciting year and a half for you and your club. You have a chance to continue your club's legacy and improve/change areas that will make your club more successful. However, we also know that your year as president means planning, developing a team and yes, having some fun. With this in mind, your first major event as a President-Elect is to attend PETS (President-Elect Training Seminar). We are excited to help you prepare for PETS and proud to offer you a strong program to help you set goals, understand your role as a leader in your club and interact with Rotarians from across three districts.

**PLEASE NOTE:** All Rotarians need to register for PETS. Registration details and hotel reservations can be found at <http://events.r20.constantcontact.com/register/event?oeidk=a07edsc79vyf4a9d6e1&llr=zpax4ohab>. You are asked to register as soon as possible, thus helping the program committee plan accurately for our event.

If you have not downloaded and saved the on-line version of Rotary International's **Lead Your Club: President 2016-19 Edition** manual, it can be found at <https://www.rotary.org/myrotary/en/document/lead-your-club-president> 222EN-(315). I would also print a copy of this manual. Prior to attending PETS, it would be a good idea to read it over the course of the coming weeks.

In addition to the Lead Your Club manual, the following other manuals are available on <https://www.rotary.org/myrotary>. Once on this page, go to Learning Center where the other documents may be found. These are good resources for your leadership team in your club and we recommend distributing them to the Rotarians who will hold the respective positions.

- Service Projects Committee
- Administration Committee
- Public Relations Committee
- Treasurer
- Membership Committee
- Rotary Foundation Committee.
- Secretary

Additionally, we recommend that you also have the following documents pertaining to your club, so that you will have them available to guide you in your planning:

- i. Your Club's current **Vision Statement, Goal Statements** and **Annual Plans**. One of the things that you will need to do in the next few weeks or months is to make sure that your Club officers and directors have reviewed this material so that they can help in planning for the 2016 – 2017 year
- ii. Your **Club's Constitution** and **By-laws** – Do these need to be revised or are they still relevant and
- iii. Your club's current **budget** and **financial statements**. Have the club's Financial Statements been audited in the past few months? Has your Club started to develop a budget for your year as President?

Prior to PETS, please review the following documents:

In **Lead Your Club: President 2016-19 Edition**, pages i-iv, outlines tasks that you need to be doing now as President-Elect and on the following page what you will be doing as President. As the President-Elect, you should be an active member of all of your Club's Executive meetings.

Then go to <https://www.rotary.org/myrotary/en/document/be-vibrant-club-your-club-leadership-plan-north-america-245en> and open the following PDF document which will provide you with lots of good information about leadership: Be a Vibrant Club: Your Club Leadership Plan. This document includes ten steps to help you and your club leadership team develop your club plan. Under each step are suggested ideas to try and references.

You can also download the **Strategic Planning Guide** at: <https://www.rotary.org/document/745> and locate the Strategic Planning Worksheet on page 3 & 4 of these documents. Completing these worksheets ensures that you are fully knowledgeable about the current state of your club and where you want to be in the future.

Lastly, attached is a **table of items with due dates** for the remaining months of your PE year and the 12 months that you will be club president. Please be sure you bring this to PETS.

You are not alone in this adventure. You have many resources within District 5690 including DGE Robert Mendoza, DGN Sterling Hall, your assistant governors, and the entire district leadership team, many of whom you will meet at PETS and the District Assembly.

We look forward to working with you at PETS and throughout your term as president of your club.

*In Rotary Service to our Community and the World*



Robert Mendoza  
District Governor-Elect  
District 5690



Fred Heismeyer  
District Trainer  
District 5690