

MID-ATLANTIC PRESIDENT-ELECT TRAINING SEMINAR

The Venue Chair Position Description

The venue chair of the mid-Atlantic PETS shall be responsible for identifying, proposing, contracting with and dialoguing with established facilities capable of accommodating the President-elect training seminar as identified by the mid-Atlantic PETS board of directors. The incumbent shall work closely with the General chair and Executive Trainer. The incumbent shall contract with a facility capable of providing banquet and breakout training rooms to accommodate all Mid-Atlantic PETS participants, faculty, staff and participants. The incumbent shall work closely with the registrar in determining the exact meal counts for each ticketed event and conveying that information to the host facility. The incumbent shall consult with the General Chair and the Executive Trainer to determine future venue requirements and provide facilities suitable for use for, at a minimum, three years In advance. The incumbent shall adequately inform the mid-Atlantic PETS Board of Directors of a proposed venue, as well as all other facilities considered but deemed not preferable, shall make a recommendation to the board for acceptance of that facility and shall, after acceptance by the board, worked closely and continuously with that facility to make certain the best interest of the mid-Atlantic PETS are faithfully met. The incumbent and venue committee shall conduct all negotiations between the host venue and the mid-Atlantic PETS. The incumbent or designate prior, to forwarding to the finance chair, shall approve invoices generated by a host facility. The incumbent shall be a governor-elect from one participating district and shall be elected annually. The incumbent shall assemble a committee suitable for conducting business that may come before the venue chair. The committee, when practical should be comprised of members representing each participating district.

Venue Vice-chair

A venue vice-chair shall be a governor- nominee from one participating district and shall be elected annually. The incumbent shall fully participate in the training process, assisting the venue chair in all aspects of PETS training and serving as committee chair in the absence of the venue chair. The incumbent should be willing and available to move into the venue chair position during the succeeding Rotary PETS.

Training Chair Position Description

The training chair of the mid-Atlantic PETS shall be responsible for establishing the training agenda and compilation of the corresponding training materials as identified by the mid-Atlantic PETS board of directors. The incumbent shall work closely with the General chair and Executive Trainer. The incumbent shall work in particular close association with the mid-Atlantic PETS Executive Trainer in developing a president-elect training seminar program suitable for meeting and exceeding the minimum requirements of Rotary International. The incumbent shall, in consultation with the registrar, determine the number of training manuals required for distribution and shall assemble the manuals as directed by the Executive Trainer. The incumbent shall be a governor-elect from one participating district and shall be elected annually. The incumbent shall assemble a committee suitable for conducting business that may come before the training chair. The committee, when practical, should be comprised of members representing each participating district.

Training Vice-chair Position Description

Training vice-chair shall be a governor nominee from one participating district and shall be elected annually. The incumbent shall fully participate in the training process, assisting the training chair in all aspects of PETS training and serving as committee chair in the absence of the training chair. The incumbent should be willing and available to move into the training chair position during the succeeding Rotary PETS.

Protocol Chair Position Description

The protocol chair of the mid-Atlantic PETS shall be responsible for assignment of aides to visiting Rotary dignitaries and featured plenary speakers as identified by the mid-Atlantic PETS board of directors. The incumbent shall work closely with the General Chair and Executive Trainer. The incumbent shall ascertain the needs of dignitaries and featured speakers to ensure all reasonable needs are fully realized. The incumbent shall select a senior PDG accomplished in protocol to act as chief of protocol between the protocol committee and the assigned aides. The incumbent shall select a senior PDG accomplished in Sergeant at arms procedures to organize and facilitate a sergeant at arms office primarily composed of PDG's. This office shall be responsible for facilitating day to day operations as directed by the General Chair and Executive Trainer.

The incumbent shall be a governor- elect from one participating district and shall be elected annually. The incumbent shall assemble a committee suitable for conducting business that may come before the protocol chair. The committee, when practical, should be comprised of members representing each participating district.

Protocol Vice-chair Position Description

A Protocol vice-chair shall be a governor nominee from one participating district and shall be elected annually. The incumbent shall fully participate in the protocol process, assisting the protocol chair in all aspects of PETS protocol and serving as committee chair in the absence of the protocol chair. The incoming should be willing and available to move into the protocol chair position during the succeeding Rotary PETS.

Program Book Vice-chair Position Description

The program book chair of the mid-Atlantic PETS shall be responsible for identifying and publishing the agenda of the mid-Atlantic PETS in booklet form. The incumbent shall work closely with the General Chair and Executive Trainer. The program book shall contain, but not necessarily be limited to, information identifying the incoming president of Rotary International with the president's message and theme, welcoming letters from the mid-Atlantic PETS General Chair and Executive Trainer, biographies on featured speakers and selected PETS participants, information on the mid-Atlantic PETS committee and outside faculty, a floor plan of the host venue, hour by hour program schedule highlighted by use of differing page colors and hour by hour program schedule for the concurrent assistant governor program, biographies of each governor-elect, biographies of the General chair and the Executive Trainer and a list of each

participating district and their respective clubs and other such useful information as directed by the mid-Atlantic PETS of board of directors. The incumbent shall be a governor-elect from one participating district and shall be elected annually. The incumbent shall assemble a program book committee. The committee, when practical, should be comprised of members representing each participating district.

Program Book Vice-chair Position Description

A program book vice-chair shall be a governor nominee from one participating district and shall be elected annually. The incumbent shall fully participate in the program book process, assisting the program book chair in all aspects of program book publishing and serve as committee chair in the absence of the program book chair. The incumbent should be willing and available to move into the program book chair position during the succeeding Rotary PETS.