

PACIFIC NORTHWEST PETS
MANUAL OF PROCEDURE

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 Governors-Elect (DGE). Rotary International, (RI) though not involved in PETS administration, format, or control, does, through RI Code of Policies (COP) 23.030.7. and 23.030.8. authorize and promulgate guidelines for the administration of multi-district PETS.

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. All club presidents-elect in the district are expected to attend the PETS as required by Article 10, Section 5 of the Standard Rotary Club Constitution.

Assistant Governors (AGs) should be encouraged to attend and participate in the training conducted at PETS.

II. PURPOSE

PETS is intended to be an intensive, working seminar. It is designed to enhance the leadership abilities of those who have been selected to lead their Rotary clubs in the coming year and to ensure they have a thorough grasp of the 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.

Attendance will broaden and enhance the leadership abilities and the knowledge of Rotary club functions of the Presidents-Elect and return them to their local clubs a more motivated Rotarian than when he/she arrived at PETS. Therefore, the primary emphasis of the seminar will be focused on the President-Elect.

III. MULTI-DISTRICT SPONSORSHIP

Pacific Northwest Presidents-Elect Training Seminar (hereinafter referred to as PNW PETS) is an annual event sponsored voluntarily by several Rotary districts in the Pacific Northwest. More districts may join in the future and nothing forces any district to remain a member of the group. However, the level of excellence for Pacific Northwest PETS must remain so high that all districts will want to participate.

R.I. Code of Policies (COP) states in section 23:030.7: Multidistrict PETS Guidelines "Any participating district that seeks to terminate its participation in a multidistrict PETS must secure the approval of two-thirds of the clubs in the district to withdraw. The governor-elect shall notify the general secretary and the governors-elect of the other districts concerned of its decision within 60 days prior to the date of termination."

The COP allows for a sixty (60) day notification for withdrawal from multidistrict PETS. When a district withdraws from PNW PETS it will have an impact on the contract with the host facility. PNW PETS maintains a multiyear contract with the host facility to secure the best possible pricing structure; therefore, districts that wish to withdraw from Pacific Northwest PETS must provide notice not less than twelve months before the next year's PETS. This recommended time frame allows the committee an opportunity to renegotiate the contract with the host facility.

Pacific Northwest PETS offers districts the opportunity to participate in a Multi-District PETS. The advantages of a Multi-District PETS are that it provides:

- The largest possible attendance of Presidents-Elect,
- A more favorable seminar budget,
- 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.

IV. TIMING OF SEMINARS

Pacific Northwest PETS should be held early in the year, soon after the International Assembly at which DGEs receive their training, on the last weekend in February. thus allowing them time to include Rotary International intentions for their year in the PETS training. Pacific Northwest 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 with district conferences, district assemblies, district or zone meetings or other Multi District PETS.

For purposes of coordination of their schedule to allow attendance at Northwest PETS, it is important that the RI Zones 25/26 and 24/32 Directors be advised as soon as possible of the dates for possible involvement in the program.

V. LENGTH OF SEMINAR

It is important that adequate time be spent in training the Presidents-Elect. The RI Code of Policies 23.030.6 requires that PETS consist of a minimum of a one and a half day seminar. The Pacific Northwest PETS format will provide for training to meet that criterion, likely to begin on Friday and lasting through Sunday morning.

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 Pacific Northwest PETS includes multiple states, and countries, a transportation hub (particularly air) is essential. 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 club size to share rooms, whenever 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/partners are discouraged from accompanying Presidents-Elect. Presidents-Elect who insist on occupying a room alone will be charged an extra fee.

When choosing the site for Northwest PETS, consideration should be given to, (a) the need for an adequate number of meeting rooms in which to hold individual workshop sessions; (b) banquet facilities large enough to hold all the attendees at the same time; (c) an adequate number of rooms to accommodate all participants on site; and (d) provision of a room to temporarily store luggage prior to the opening session, as well as Sunday morning for those who must leave promptly.

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 OPCOM 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.
- (2) Presentations of vendors or others will not distract the attention of the Presidents-Elect 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 Facilities Chair will negotiate with the site representative to provide booth space for the Rotary licensed vendors approved by the Operating Committee. Expense, if any, for this booth space will be borne by the vendors. With approval of the General Chair, the Facilities Chair will formally invite these vendors to be present. not later than **four months** prior to the PETS.

VII. PETS ADMINISTRATION

PNW PETS is Governed by a Board of Directors and administered by an Operating Committee.

Board of Directors

The District Governors-Elect (DGEs) from the participating Districts for the Rotary year for which the Presidents-Elect are being trained comprise the Board of Directors of PNW PETS. In keeping with the RI Board Decision of June 1998 and Rotary Code of Policies (COP) Article 23.030.8 the DGEs are the final authority for general Pacific Northwest PETS policy.

The functions of the DGEs should be consistent with the responsibility placed upon them by the current Multidistrict PETS Guidelines set forth in RI COP, 23.030.7. Therefore, the DGE's

- a. Are to be allocated a minimum of three hours in meetings between the DGEs and their Presidents-Elect, with Assistant Governors, if applicable;
- b. Develop and approve the final PNW PETS program;
- c. Approve The Session Instructors, ensuring the most-highly qualified leaders from among the districts;
- d. Work with their district trainers in developing training materials
- e. Select the plenary speakers.

At PNW PETS only the Board of Directors will vote on matters of policy impacting the implementation of these DGE responsibilities. All Board and Operating Committee members present will vote on all other matters before the plenary sessions of the Board of Directors and Operating Committee.

In the event a DGE is unable to be present, he/she may delegate his/her voting rights to a DG or DGN from his/her District who is present at the Operating Committee meeting.

Votes on the following issues will be by the Board of Directors only:

- a. Adoption of the PNW PETS MOP and any changes thereto. (ARTICLE XX, PNW PETS MOP).
- b. Confirmation of Program (RI COP 23.030.7 and ARTICLE VII 2.a. PNW PETS MOP)
- c. Approval of Plenary Speakers (RI COP 23.030.7 and ARTICLE VII 2.b. PNW PETS MOP)
- d. Confirmation of additional committee members assigned by the Chair, assignment of District appointed PDGs to specific OPCOM positions and Confirmation of non-PDG's being assigned to the OPCOM
- e. Approval of Recommended Session Instructors

Operating Committee

The day-to-day supervision of the PNW PETS is the responsibility of the Operating Committee (hereinafter referred to as the OPCOM). This responsibility is to complete the work necessary to provide advice and recommendations to the Board of Directors as they deliberate and vote on the policy issues set forth above as well as managing the administration of the PNW PETS.

The OPCOM shall consist of at least one PDG from each of the participating districts, plus the Chair, Past Chair, and Chair Elect, and auditor who shall have no vote. Additional committee members may be appointed as required for the efficient and effective work of the committee.

Non-voting members shall consist of the Auditor appointed for a three-year term, and others as appointed. The Chair is appointed separately by one of the participating districts in addition to the one District Representative. (See Article VIII)

(Job descriptions outlining the basic tasks of the above positions are included in Section XIX.)

The PNW PETS Administrative year is 1 July through 30 June to coincide with the term of the DGE Board of Directors and the terms of the appointed OPCOM members coincide with that year. The Fiscal Year will be in accordance with the incorporating documents of Pacific Northwest PETS. However, the Chair of the OPCOM transitions at the final plenary session of PETS with the new Chair's term extending through the completion of the following PETS.

The Operating Committee may hold three committee meetings a year at the most cost effective location as determined by the committee. Additionally online meetings may be held throughout the course of the year. DGEs, or a representative, are expected to be in attendance, and with such costs to be covered by the district.

1. Summer meeting. The is the annual meeting of the corporation per the By-Laws:
 - a. To review the evaluations of the previous PETS;
 - b. To receive the financial report and comment of the auditor for the previous PETS;
 - c. To confirm assignments; and to introduce new appointees to the OPCOM so they can commence "shadowing" responsibilities; and
 - d. To draft plans for the next PETS.
2. Fall Meeting. The purpose of the meeting will be:
 - a. To confirm the seminar program by the Board of Directors;
 - b. To confirm the plenary speakers;
 - c. To approve budget and establish PETS registration fee
 - d. To conduct such other business that may come before the Board and OPCOM
3. PETS Meeting. There will be two meetings at the time of PETS:
 - a) Prior to PETS, to review the final preparations for PETS.
 - b) The last day of PETS for an initial critique of the just-concluded PETS.

DGEs are expected to attend all meetings at no cost to PNW PETS. The final program and plenary speakers must be approved by the DGE Board of Directors at the fall Meeting

DGNs and District Trainers may attend any meeting as observers without voting rights and at no cost to PNW PETS.

VIII. APPOINTMENT OF CHAIR

PNW PETS is a multi-district function, and all participating districts have the opportunity to appoint the Chair. The PNW PETS Chair shall serve a one-year term and will not be reappointed. PNW PETS has generally followed the rotation shown in [Appendix B-1](#). The Immediate Past Chair will advise the respective District Governors about the need and timing for their nomination of a PDG for Chair of the OPCOM. A district may pass when its turn arrives to provide a Chair. PNW PETS will endeavor to place a PDG from that district in the position of chair as soon as a qualified PDG becomes available.

The person designated by the district to serve as Chair should be selected prior to the commencement of the expected term so they can gain PNW PETS OPCOM experience as the Vice Chair immediately prior to becoming Chair.

Each district may use a process for the selection of its PNW PETS Chair that best suits the district. It is the District Governor's responsibility to assure that a candidate is selected who is prepared to serve a three-year commitment as Vice-Chair, Chair, and Past Chair of the OPCOM.

The process for the District nominated PDG to be seated on the OPCOM as Chair is as follows:

- The District Governor shall forward the name of the district's choice, a PDG, to the PNW PETS Officer responsible for co-ordination of OPCOM appointments for presentation to the Board of Directors and the OPCOM.
- Following presentation of the name, the PETS Chair will acknowledge, in writing, the appointment.
- The district's selection will be made prior to the July meeting in the year before the PDG becomes the Vice-Chair.
- After the district's selection is presented, the designated Chair will attend the following OPCOM/Board of Directors meeting (usually October) and PETS as an observer and non-voting member.
- The designated Chair will assume the role of Vice Chair following the regular change of OPCOM officer positions and subsequently Chair and Past Chair.

In the event that the Chair is unable to serve, the appointment will pass to the Vice-Chair.

IX. MEMBERSHIP OF PETS WORKING COMMITTEES

There are three ways members can serve on the OPCOM: 1) by being appointed Chair by their district; 2) by being appointed a voting representative of their district [each district is entitled to one]; and 3) by being assigned a committee position without vote by the PNW PETS Chair and confirmed by the Board of Directors.

The OPCOM shall be primarily composed of PDGs, though exceptions can be made by a majority vote of the OPCOM and confirmation by the Board of Directors at the Annual Meeting in the summer. Each participating district shall have an opportunity to be represented on the OPCOM.

OPCOM members will represent their districts and fill active positions on the PNW PETS OPCOM. Each district is expected to have at least one voting member appointed to the OPCOM by the respective District Governor. In general, the appointed district representative will serve a three-year term, immediately preceded by "shadowing" the position they will serve in as the primary for their three-year appointment. The shadowing will normally commence at the summer meeting, with the exception of the incoming Instruction Coordinator who will begin in May, due to the cycle of work completed in that position. The appointment of the Instruction Coordinator and the Curriculum Coordinator shall be made in alternate years to assure continuity. (The "shadowing" requirement for training the year preceding the three year term on the committee results in a commitment totaling four years by the appointed district representative.)

The Immediate Past Chair will keep the respective District Governors advised about the need, timing and needed qualifications for their appointment of a district representative to the OPCOM. The notification, by the Immediate Past Chair, to the DG, shall take place within three months following the Spring PETS meeting.

A district will submit a minimum of three names to the Executive committee of the OPCOM to be interviewed for the opened positions. The Executive committee will determine the best-qualified individual for the committee position available.

These assignments are to be confirmed by the Board of Directors at the Annual Meeting.

The term of voting OPCOM members in their assigned position is three years. Voting members can be reappointed by their DG to a second three-year OPCOM term but must serve in another OPCOM position during that additional three year term. One individual may not serve more than two three-year terms.

All required additional committee members shall be appointed by the Chair subject to review and confirmation by the OPCOM. The additional committee member may be re-

appointed by the Chair subject to re-confirmation by the Board of Directors and the OPCOM for a further one year appointment.

X. SESSION INSTRUCTORS

A pool of highly experienced Session Instructors, representing the most qualified Rotarians from among of the PETS districts, will be selected on a competitive basis to present the PETS Educational Sessions. The Instructor pool shall contain a minimum of one qualified Instructor per district. Instructors are selected through a process conducted by the Instruction Coordinator, confirmed by the OPCOM and approved by the Board of Directors.

The Instruction Coordinator will establish and assess criteria, written goals and objectives for the Session Instructors. The Coordinator will maintain close contact with Session Instructors while providing clear direction and guidelines for their sessions, and will oversee Instructor preparation as summarized in the Training section below.

A. Instructor Overview

1. Session Instructors

Session instructors will have the overall responsibility for leading small group session instruction utilizing a standardized curriculum. These instructors are highly qualified individuals, experienced in interactive instruction with solid knowledge of current Rotary information. They will attend all components of preparation for instructors, working with the Instruction and Curriculum Coordinators and other instructors to present effective educational sessions that meet the needs and hold the interest of PEs. They are responsible for the quality content delivery and effectiveness of their individual sessions and meeting the standards established by the Instruction Coordinator and OPCOM.

2. Session Support Assistants

Support Assistants coordinate closely with the Session Instructors to ensure smooth planning and session coordination, provide topic and information support to the Instructors and PEs during the session, and work with small groups of PEs in the educational sessions.

Support Assistants are qualified Rotary leaders who have knowledge of the session topic, have good group facilitation skills and are experienced working with groups, but may need additional experience/knowledge before serving as a Session Instructor. Support Assistants may also be subject matter experts on the session topic and are usually those Rotarians who will already be in attendance at PETS serving in another role. They will participate in advance preparation steps and an on-site orientation; however, it is not required they attend advance training sessions.

3. Alternate Instructors

Alternate Instructors will be chosen from the pool of Instructor candidates following the interview process. These Rotarians will serve as a Session Instructor if a vacancy occurs. They are highly encouraged to participate in advance preparation steps; it is not required that they attend advance training sessions or PETS unless appointed to fill an open position.

B. Instructor Application

Session Instructors are selected through a process conducted by the Instruction Coordinator, confirmed by the OPCOM and approved by the Board of Directors.

An open call for applications will be sent to Rotarians in all districts using a process conducted jointly by the Districts and the Instruction Coordinator. The Instruction Coordinator will provide standard announcements for this purpose. The Instruction and Curriculum Coordinators and other OPCOM members may also distribute requests for applications to qualified district Rotarians.

The overall number of Session Instructors and Alternates required will be determined by the Instruction Coordinator following an annual assessment of the number of training topics to be presented, the number of participants in each instruction room and the number of instruction rooms to be used. Consideration of budget will also be considered in establishing the number of Instructors required.

Each PETS district will submit applications for a minimum number of potential educational Session Instructors and Support Assistants as determined by the Instruction Coordinator based on the specific curriculum for that year's PETS. Districts are strongly encouraged to suggest more than the minimum number of qualified Instructor applicants. DGNs (PETS DGEs) shall ensure that the call for applications is provided to Rotarians in their districts a minimum of (8) weeks in advance of the summer meeting and encourage qualified Rotarians to apply.

Rotarians who wish to apply will provide information in the standardized format provided by the Instruction coordinator. This will include a summary of experience and training references. Videotape, DVD or evaluations from past training sessions is a highly desirable supplement. Completed applications shall be returned to the Instructional Coordinator

C. Selection and Appointment

A structured and competitive selection process for PETS instructors will be utilized, as developed/overseen by the Instruction Coordinator. The process will choose the best-qualified, most highly effective instructors available from the districts on a pooled basis, utilizing a committee with multi-district representation, and make recommendations for the final instructor pool.

The Instructional Coordinator will coordinate the interview and selection process and advise the DGNs (PETS DGEs) of the status of those candidates from their district according to the estimated timeframe in this section. The Instruction Coordinator will submit the resulting slate of instructors to the OPCOM and Board of Directors for approval. Following approval, the Instruction Coordinator will provide a letter of appointment to the instructors and confirm their ability to serve.

Timeline:

Minimum of eight (8) weeks prior to summer meeting: Call for applications distributed to district and club leaders.

Minimum of five (5) weeks prior to summer meeting: Applications due to Training Coordinator

Minimum of one (1) week prior to summer meeting: Selection of recommended instructors and alternates

Summer meeting: Confirmation of instructor roster

Within one (1) week following summer meeting: Written notification of PETS instructor team and alternates

Within two (2) weeks following summer meeting: Written confirmation of PETS instructor team and alternates

D. Instructor Service and Re-Appointment

Session Instructors may serve up to three - one-year terms if they re-apply, meet the eligibility requirements, including the prior year's evaluation results, and are selected to serve. On a rare occasion, it may be necessary to appoint a Session Instructor for an additional term to fill an unanticipated vacancy. A past instructor may also serve as an alternate.

Effectiveness of instructors in meeting the position requirements will be measured through observation, working process and evaluation from the educational session participants. The evaluation will determine if a session instructor will be recommended to serve during the subsequent year. The results will be assessed by the Instruction Coordinator to assist in determining which instructors are eligible for re-nomination based on meeting the evaluation requirement and other factors related to performance of their responsibilities. Additional criteria may be established based on changes in PETS educational sessions and specific training requirements over time.

The minimum evaluation baseline for re-nomination is 4.25 on a five-point scale with 5 as the highest rating. Session Instructors who do not meet the minimum will not be considered for re-nomination while those with a rating between 4.26 and 4.49 will be carefully assessed prior to re-appointment. An overall evaluation rating of 4.5 or above is highly desirable.

E. Instructor Qualifications and Experience

The Rotarians selected for session instructors will possess outstanding skills and experience in interactive instruction and leading dynamic group processes, and should be those who have been highly rated in other venues for this ability. These skills will be supported by a broad-base of current Rotary knowledge. Instructors selected will represent recent past district leaders or club presidents who were highly-effective, motivational leaders.

Key skills and background includes:

1. Session Instructors and Alternates

- Recognized as dynamic group speaker/educator/facilitator; demonstrated skills in leading group processes with exceptional ability to speak in front of a group
- Solid and current knowledge of Rotary and its programs
- Past service as an effective club President is required: additional leadership experience at the district level is highly desirable.
- Ability to teach specific session content per a standardized leader's guide, while utilizing his/her own style
- High level of energy to present an intensive schedule of sessions
- Excellent interpersonal skills
- Effective in teaching highly-interactive sessions using a variety of instructional methodologies
- Ability to participate in preparation activities during the six months prior to PETS, averaging 7 to 10 hours monthly in preparation; may require attendance at an in-person training session for up to two days during the 90 days prior to PETS
- Willingness to instruct district or other training sessions throughout the year as

assigned by the district leadership team or to lead training in other venues to support preparation for PETS educational sessions
Ability to devote minimum of one full day onsite in advance of PETS and significant time to training preparation during PETS; may not be able to attend other PETS sessions.
Additional consideration will be given to those with a profession or background that provides direct experience in the responsibilities of this position.

2. Support Assistants

Support assistants may possess many of these qualifications; however, have less experience in instruction and/or a less extensive Rotary background; they may also be content experts with less experience in leading group process

F. Training and Preparation

The preparation in advance of PETS is designed to enhance the ability to lead the educational and training sessions, but is not intended to provide all necessary training for instructors to fulfill their responsibilities if they do not already have substantial experience.

The Instruction Coordinator will plan and oversee preparation for session instructors. This will be conducted primarily by conference call, emails and individual preparations in the six months prior to PETS.. In addition:

- Instructors will participate in PETS curriculum development teams
- Session instructors will attend at least one an in-person preparation session in the 6-months prior to PETS, as PETS budget permits
- Participation in an onsite preparation session (at the location of the PETS) on Wednesday and/or Thursday prior to PETS for session instructors, and for Support Assistants on Thursday
- Serving as a leader for Rotary training at the district level or in other venues during the six months prior to PETS as additional preparation.

XI. PLENARY SPEAKERS

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

An effort should be made to obtain Rotary International General Officers or RI Committee Chairs to be speakers. The RI Directors for the Zones should be introduced and encouraged to make a few brief comments.

One of the purposes of PNW 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. In particular, the speakers opening and closing PNW PETS should be highly motivational. Speakers will have their travel, lodging, and meals paid for by Northwest PETS, but may not receive a speaker's fee or honorarium.

XII. PROMOTION OF SEMINAR

Each District Governor should include the PNW PETS dates in the district directory, promote PNW PETS during club visits, in newsletters and strongly emphasize the availability of complete PNWPETS information on the Internet at <http://www.pnwrotarypets.org/> where on line registration can be completed. District Governors are expected to make arrangements for Presidents-elect who are unable to register electronically.

XIII. SEMINAR FORMAT

A weekend seminar of two or three days is most effective during which Presidents-Elect can rightfully expect a stimulating and worthwhile seminar in the allotted time. PNW PETS will commence on Friday and conclude on Sunday.

It is important that the participants can recognize the district officers with whom they will be working. This need can be supported by assigning DGEs to highly visible assignments on the seminar program, such as invocations, introductions, welcoming remarks, etc.

A very important session for the next year's PNW PETS Chair is the critique immediately following the concluding session. The Current Pacific Northwest PETS Chair presides and the incoming Chair, DGs, DGEs DGNs, Session Instructors, and OPCOM members attend. Next year's dates are confirmed.

XIV. REGISTRATION and CHECK-IN

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

As registrations 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 to the hotel just prior to the Northwest PETS, in time for the hotel to make room assignments and return it to the registration Chair.

XV. SEMINAR CURRICULUM

The PETS curriculum should incorporate a balanced mix of Rotary fundamentals and specialized topics relevant to dynamic club leadership, addressing the current needs of clubs combined with motivation to accomplish the objectives of Rotary and create more effective clubs.

PETS Educational Components and Definitions

PNW PETS is composed of four primary educational components:

- Plenary Sessions
- District Sessions
- Shared Educational Sessions
- Small Group Sessions

Plenary Sessions: represent the motivational component of PNW PETS intended for participation by all PETS attendees simultaneously. Plenary sessions most often feature an inspirational or noteworthy speaker and are frequently scheduled in conjunction with a meal. Plenary sessions are implemented by the OPCOM Program Coordinator after speaker approval by the Board of Directors

District Sessions: the components of PNW PETS organized by districts for participation by their own PEs and overseen/managed by the DGE from that district.

Shared Educational Sessions: the curriculum component intended for participation by all President Elect attendees. These may be small or large-group format and are content-based sessions, with the specific mix of topics and session sizes based on needs of PEs and districts. The shared educational sessions are implemented by OPCOM Curriculum and Instruction Coordinators following approval of the PETS program by the Board of Directors.

Small Group Sessions: will be sessions of about 20 participants in which the session instructors present using a standardized leaders' handbook and a guided instruction model. The sessions

incorporate information delivery, facilitated discussion and learning activities for practical application of the information.

When planning the OPCOM coordinated educational components, information provided by Presidents Elect from the most recent PETS evaluations will be utilized as a key factor in determining the curriculum methodology and training topics, in conjunction with district needs.

The sessions will be planned and coordinated to satisfy the requirements and training topics for PETS as outlined by the RI Board of Directors.

To provide the most effective training and individualized attention to PEs, most educational sessions will utilize an Instructor and Support Assistant; larger group sessions may include multiple Instructors and Support Assistants.

Curriculum Development

Development and subsequent updates of the standardized written curriculum, corresponding leaders' guide and the participant workbook for the Educational Sessions will be completed by one or more committees of topic specialists and instructors. They will work together, under the direction of the Curriculum Coordinator, to most effectively address the current training needs of the PEs, districts and RI.

XVI. SEMINAR TRAINING MATERIALS

Each President-Elect will be given copies of all necessary resource material in the most cost effective format using current technology. The Rotary and PETS logo should be imprinted on hard copies, notebooks or devices. The materials provided shall be those which are recommended by RI through consensus of the DGEs, Curriculum Coordinator, Educational Materials Coordinator and other members of OPCOM.

A hard-copy participant's workbook for use by the PEs during the Shared Educational Sessions and Small Group Sessions will be developed as part of the curriculum process as overseen by the Curriculum Coordinator.

XVII. PACIFIC NORTHWEST PETS FISCAL YEAR

The fiscal year for the operation of PNW PETS shall be May 1 through April 30.

XVIII. SEMINAR COSTS AND FINANCES

When budgeting for PNW 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, and OPCOM 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 PNW PETS OPCOM. 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.)

The PNW 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 OPCOM Registrar and the OPCOM Treasurer.

The seminar expenses should be ordinary and necessary. The major cost will be hotel for lodging and meals. Therefore, the OPCOM 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 in shared rooms.
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. Session Instructors for Thursday, Friday and Saturday nights in shared rooms. One additional night due to travel distance may be necessary, as approved by the Training Coordinator in consultation with the Chair.
4. Guest speakers for nights as determined necessary by the OPCOM.
5. OPCOM members for one night for the summer meeting, one night for the fall meeting and for Thursday, Friday, and Saturday nights during PNW PETS and additional nights as appropriate for those required to travel from an extensive distance or as required by the position. Where practical OPCOM members will share rooms. If requesting a private accommodation, the member will pay the difference between a shared room and a private room.

Commented [DR1]: ? in shared rooms or does the words "paid a premium" mean single accommodation. If so we need to state this.

Cost of meals for:

1. Registered Presidents-Elect for Friday through Sunday PETS plenaries.
2. Registered DGs, DGEs, DGNs, AGs and Session Instructors (and PEs for those districts that have paid a premium for early registration) for Thursday evening dinner (where applicable) through Sunday lunch during Northwest PETS.
3. PNW PETS Guest Speakers as determined necessary by the OPCOM.
4. OPCOM members for Thursday lunch through Sunday lunch during PNW PETS.
5. OPCOM members for dinner and breakfast for the summer and fall committee meetings.
6. Meal reimbursement will be at the Federal government rate for the year incurred. The breakdown may be found at www.gsa.gov/mie.

Cost of Transportation for:

1. Northwest PETS Session Instructors and Guest Speakers.
2. OPCOM members for Northwest PETS and the summer and fall Committee meetings
 - a. OPCOM members will arrange their own transportation and submit a Request for Reimbursement to the Treasurer.
 - b. Transportation expenses for traveling companions are not allowed.
 - c. Transportation cost will be reimbursed at the lesser of the lowest coach airfare or mileage rate. Exceptions may be approved if the lower cost of driving results in excessive time for the member.
 - d. Ground transportation will be reimbursed at the IRS published Standard Business Mileage Rate, for the calendar year in which it is incurred.

- e. Airfare will be reimbursed up to the cost of a coach or economy class ticket, with exceptions upon approval by the committee.
- f. En route meals are reimbursable on a per meal basis only if they are connected with overnight travel necessary to the conduct of PNW PETS business. Meals will be reimbursed only on provision of a receipt, up to the GSA per diem limit for meals.
- g. Receipts are required for reimbursements, including airfare, parking and meal expenses.

Costs of Administration for the OPCOM such as

Office supplies, printing, postage, copies, President-Elect Materials, decorations, name tags, speaker gifts, Session Instructors session supplies, recognition and other administrative costs deemed appropriate by the OPCOM.

The OPCOM is to ensure that the PNW PETS yearly operating budget maintains a contingency fund of 40% of the annual budget required for PNW PETS based on the most recent statement of income and expenses.

Persons Authorized to approve charges to the hotel master account

The chair may designate those who are authorized to approve charges to the hotel master account during PETS and OPCOM meetings. If not otherwise stated, the Chair, Instructor and Facilities Coordinators and the Treasurer shall be authorized.

Districts will present a credit card to the hotel for charges such as AV in their meeting rooms, and will not have charges on the PNW PETS master account.

XIX. JOB DESCRIPTIONS

Past Chair shall:

- a. Be responsible for arranging representative membership on the OPCOM;
- b. At the Summer Meeting of the PNW PETS pass on all notices, agendas, minutes, final reports, critiques, and hotel correspondence to the Past Chair
- c. Act as an advisor to the Chair and the committee;
- d. Act as Parliamentarian for all OPCOM meetings, and
- e. Not be a voting PDG for his district unless the voting member is absent;
- f. And other tasks as assigned by the chair.

Chair shall:

- a. Be responsible to oversee and advise all committee chairs in the development of the PETS program and selection of the speakers. Shall not be a voting PDG unless there is a tie on a motion nor be a voting PDG for his/her district unless the voting member is absent;
- b. Be responsible for promotion of attendance at the seminar, including:
- c. Motivating DGs and DGEs to work at getting their Presidents-Elect to attend and supplying forms to DGs to assist clubs to register Presidents-Elect during their club visits;
- d. Direct mail to Presidents-Elect, if necessary;
- e. Any other promotional activities that will help ensure attendance;
- f. Appoint, in concert with the OPCOM, a Treasurer to handle all the cash received and responsible for paying approved bills and preparing a final statement in audited form; assist with financial matters at the PNW PETS;
- g. Appoint, in concert with the OPCOM, 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;
- h. **Appoint, in concert with the OPCOM, an auditor** to perform an examination and review of PNW/PETS accounts;
 - i. Appoint, in concert with the OPCOM, if needed, an individual with appropriate expertise to negotiate with the hotel.
 - j. Appoint, in concert with the OPCOM, a Plenary Coordinator /AV Chair to plan for all AV and sound equipment that is needed as well as plan the opening session in conjunction with the Chair. In the event that a special committee need is identified, a member of the OPCOM may be designated by the chair to fulfill such assignment;
 - k. In concert with the OPCOM, set the seminar fee and establish a budget;
 - l. Approve all expenditures; and
 - m. Designate those who can approve charges to the master account and inform the hotel.
 - n. Have a final cash statement prepared and assure the turnover of any cash balance and other material to the next Chair.

Vice Chair shall:

- a. Assist the Chair and preside in the absence of the Chair;
- b. Produce the Minute by Minute schedule and Event Planning Sheets,
- c. Not be a voting PDG for his/her district unless the voting member is absent;
- d. Obtain, in consultation with, and at a budget agreed upon by the OPCOM, all gifts needed for presentation; and
- e. If required, be responsible for preparation of recognition certificates for guest speakers, workshop leaders, etc.

Program Coordinator shall:

- a. In consultation with the Plenary Coordinator/AV Coordinator, and approval of the Chair and Vice Chair be responsible for the overall development of the plenary sessions from the opening session through the conclusion Sunday afternoon;
- b. Furnish the program content and schedule, and oversee the preparation and printing of the program;
- c. In consultation with the Chair and Vice Chair be responsible for selection of all principal speakers and VIPs and provide instruction as to the message they will deliver; arrange for their attendance, reception, and provide for hotel rooms, etc. through Event Manager;
- d. In consultation with the Chair, 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 PNW PETS Home Page.
- f. Make recommendation to the chair for the selection of aides
- g. Serve as supervisor to the dignitaries' aides.
- h. Be knowledgeable about the RI Guidelines for Aides to RI Officers (29.080) and the Guidelines for the Selection of Aides to RI Officers.
- i. Provide the responsibilities, training and assistance to the assigned aides. [*Specifically - contact actions required prior to PETS, orientation at PETS and follow-up duties post PETS*]
- j. Maintain liaison and follow-up to each aide to ensure a memorable experience at PETS for each dignitary. In concert with the PETS chair arrange tours as requested.
- k. Provide a post PETS evaluation of each aide's performance to the PETS chair.

Commented [AB2]: Should these be "the executive committee? For consistency?"

Curriculum Coordinator shall:

- a. Suggest program and educational content to the DGEs for their meetings with their Presidents-Elect and act as a resource to districts in planning their District PETS sessions;
- b. Design the content for and instruct all Session Instructors, relating to their sessions with the participating Presidents-Elect;
- c. Establish written goals and objectives for Session Instructors, maintaining close contact with them while providing clear directions on what they need to do to prepare for their sessions;
- d. Participate in development of the PETS evaluation for the collection of information to identify changes that may be needed in training; incorporate results of the evaluations into future sessions to increase training effectiveness;
- e. Develop/provide approved handouts or other materials that may be used in connection with the educational sessions;
- f. Correspond with specific OPCOM Coordinators and the PNW PETS Chair, notifying them of any actions taken, budgeted needs, and completion of any assignments made at their request that fall within the duties of the Curriculum Coordinator;
- g. Secure the consensus of the OPCOM for approval of any changes by the Curriculum Coordinator (content, assignments, etc.) concerning the instruction/discussions that are given/facilitated by the Session Instructors;
- h. Work with PNW PETS OPCOM to ensure training coordinates with and mutually-supports other learning components of PETS and reinforces key topics highlighted by Rotary International and requested by districts; and
- i. At the conclusion of each PNW PETS, prepare for and participate in a critique of the educational sessions and an evaluation of the Session Instructors.

Instruction Coordinator shall:

- a. Conduct Session Instructor Training/Preparation Session of approximately thirty-six hours before the beginning of PNW PETS. This will be both onsite and online training. Work closely with DGEs to provide information and assistance, as needed, in nomination or re-nomination of Session Instructors.
- b. Assess performance of leaders in person and through information provided in PETS evaluations.
- c. Select the Session Instructors in concert with the OPCOM and correspond with them to secure their written commitments for conducting the workshop sessions.
- d. Determine and obtain, through the Facilities Coordinator, the instructional or other equipment to be used in all educational sessions; work with other OPCOM Coordinators to arrange for additional support, as needed.
- e. Correspond with specific OPCOM Coordinators and the PNW PETS Chair, notifying them of any actions taken, budgeted needs, and completion of any assignments made at their request that fall within the duties of the Instruction Coordinator;
- f. At the conclusion of each PNW PETS, prepare for and participate in a critique of the educational sessions and an evaluation of the Session Instructors.

Facilities Coordinator 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. Furnish meal guarantees to the hotel staff;

- e. Be responsible for formally inviting approved merchandise vendors *and club displays* to be present at PNW PETS.
- f. In concert with Sergeants at Arms, discuss physical layout, hotel services, and meeting facilities including assigning space to approved merchandise vendors.

Event Coordinator shall:

- a. Work with the registrar and hotel in the assignment of sleeping rooms
- a. Arrange assignment of the complementary rooms provided by the hotel and arrange accommodations for special guest speakers, VIPs, etc.
- b. At the conclusion of PETS reconcile the final bill
- c. Assist the Facilities Coordinator with liaison to the hotel. Specifically for the 25 – 30 room setups for the session instructors.
- d. With the Facilities Coordinator review each day BEOs with the hotel liaison personnel.
- e. Maintain frequent contact with the Instruction Coordinator and provide the necessary contact info to the session instructors
- f. Review daily the room setups for the session instructors. Keep current about their room setups and material needs. Provide immediate assistance as necessary through the hotel.
- g. Assist the Facilities Coordinator and the Plenary Coordinator in providing a proper welcome and seating at each plenary event.

Educational Materials Coordinator shall:

- a. Be responsible for the preparation, content and distribution of all educational material to be presented to the participants at PNW PETS; participate in the appraisal process to ascertain whether modifications or additions are necessary;
- b. Be responsible for ordering and incorporating materials, programs, and session schedules therein; (session schedules will be provided by Program Coordinator); and
- c. Be responsible for working with the DGEs to determine where training material will be shipped.

Registrar shall:

- a. Be responsible for design of registration forms required by OPCOM;
- 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, 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;
- g. Assist his/her successor in the arrival registration process at PNW PETS;
- h. Be responsible for design, domain registration and maintenance of a PNW PETS Web Site,
- i. Coordinate with OPCOM coordinators to ensure current information on the Web Site and interactive use as required (e.g. registration);
- j. Adapt the website to accommodate the varied needs of registration and associated requirements;

- k. Ensure that Electronic Communications within the PNW PETS operating regime are in compliance with the Guidelines and Policies for Electronic Communications set forth by RI Code of Policies Article 52.020.
- L. Be prepared to serve as “back up registrar” in the event the successor is unable to perform.

Treasurer shall:

- a. Be responsible for receiving and recording all income and expenses of PNW PETS; prepare all disbursements from PNW PETS, account for payments of PNW PETS expenses as approved or within the guidelines prescribed by the Chair;
- b. Ensure that all requests for reimbursement are approved by the chair or vice chair in addition to the OPCOM member or Board Member submitting the reimbursement request;
- c. Issue checks either by paper or electronically only after approval by the OPCOM Chair or Immediate Past Chair.
- d. 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;
- e. Assist the Chair in preparing a budget for the OPCOM and monitor expenditures against such budget,
- f. Prepare a final statement of income and expense, cash accounts and other financial information as required for review by the appointed auditor prior to his/her submission of the auditors’ report at the Annual Meeting,
- g. Submit a final statement of income and expense and cash accounts to the Board of Directors and the OPCOM at the Annual Meeting, and
- h. Prepare and submit necessary tax returns and corporate franchise reports.

Commented [AB3]: Is the past chair included?

Sergeant at Arms /Secretary shall:

- a. Be responsible for securing and editing all minutes and correspondence from the Chair and Past Chairperson in order to record and maintain the continuing story of PNW PETS;
- b. Be responsible for establishing a procedure for collection of data from the PETS events and documenting the information for analysis and use by the OPCOM in evaluating the effectiveness of PETS;
- d. Maintain custody of all material relating to past PNW PETS history;
- e. Ensure that any action taken by the Board of Directors is incorporated into the Northwest PETS Manual of Procedure.
- f. Act as secretary of the committee taking minutes of all committee and board meetings.
- g. Assign tasking as necessary to designated Assistant Sergeants-at-Arms
- h. 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;
- i. Assure that participants are in their designated areas on time and assist at the registration desk as required;
- j. Be responsible for the seating arrangements of the head table(s) in coordination with the Program Coordinator and Chair;
- k. Be responsible for name tag holders and name-labels received from Registrar;
- l. Be responsible for the safe storage of seminar training material as well as equipment and supplies required by workshop leaders;

- m. Assure that the session room signs are properly displayed and rotated or posted as required prior to the next scheduled use; supervise the PNW 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.

Plenary /AV Coordinator

- a. Organize the opening ceremony in concert with the Program Coordinator and the OPCOM chair.
- b. Contact all DGEs and OPCOM coordinators to secure their AV needs.
- c. Secure all necessary audio visual equipment for the plenary sessions
- d. Prepare cost estimate and submit to Chair and Vice Chair
- e. Secure best pricing for audio visual equipment and coordinate installation
- f. Make sure all equipment is functioning properly for each session.
- g. Work closely with OPCOM coordinators to determine staging
- h. Supervise sound and stage arrangements during sessions.
- i. Keep the Chair and Vice Chair informed.

Auditor shall:

- a. Be appointed by the Chair and confirmed by the Board of Directors;
- b. Examine and review the accounts of the PNW PETS, to ensure compliance with PNW PETS established policies and the approved budget for the year. The scope and methodology of this examination and review will be determined as agreed upon by the PNW PETS Board of Directors, in harmony with the intent of the RI Bylaws;
- c. Be invited to attend all PNW PETS OPCOM meetings as a non-voting member.

Executive Committee

The immediate Past Chair, Chair, Vice Chair and Treasurer shall comprise the Executive Committee.

XX: 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 on the advice of the OPCOM.