

Rotary



FAR WEST PETS

OPERATING GUIDELINES

Approved this day, August 20, 2016 and recorded in meeting minutes of the Far West PETS committee meeting.

General Chairman
Christanne Gallagher



PREFACE

Welcome to Far West PETS;

Far West PETS is one of the oldest and largest Multi-district PETS in the world. Established in 1977, it serves nine districts comprising of over 460 Rotary clubs.

Far West PETS is annually evaluated by the president elects and assistant governors. Even though the results consistently have been averaging 9.0 (on a ten point scale where “10” represents “extremely satisfied”, the PETS leadership team continues to strive for a better PETS.

In 2000 the first set of *OPERATING GUIDELINES* for the Northern California, Nevada and Hawaii PETS was drafted to establish a written history and suggestions for the operations of this annual event. It was initially revised in 2002 and updated in 2004, 2005 and 2014; this is the fifth revision of these *GUIDELINES*.

Various acronyms are referenced in these guidelines. They are defined as follows:

RIB: Rotary International Bylaws

RCP: Rotary Code of Policies

MOP: Manual of Procedure

**OPERATIONAL GUIDELINES/ARTICLES OF ASSOCIATION
OF
FAR WEST PETS**

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General Chair
Vice General Chair / Secretary
Treasurer
Registration Team Chair (Registrar)
Program Event Coordinator Team Chair
Instruction Team Chair
Arrangements Team Chair
Support Services Team Chair

BASIC REQUIREMENTS

PURPOSE

Presidents-Elect Training Seminar (PETS)

“The Presidents-elect Training Seminars (PETS) are informational programs that are planned and conducted by the District Trainer under the directions and supervision of the Governors-elect, as provided in RI bylaws section 15.030. This organization is assembled for nonprofit purposes and the individual members will not derive any profit from participating. Its purpose is to develop club presidents who have the necessary skills, knowledge, and motivation to do the following:

- sustain and/or grow their club’s membership base;
- implement successful projects that address the needs of their communities and communities in other countries;
- support The Rotary Foundation through both financial contributions and program participation; and
- develop leaders capable of serving in Rotary beyond the club level.
(RCP 23.030.2)

COMPONENTS

To achieve the stated purpose of the program, the following components and learning objectives will be included in the PETS:

- Presentation of Annual Theme
- Role and Responsibilities of Club Presidents
- Goal Setting
- Selecting and Preparing Club Leaders
- Club Administration
- Membership Recruitment and Orientation
- Effective Service Projects
- The Rotary Foundation
- Resources – (Where They Are and How to Use Them)
- Planning for the Year

For additional information regarding the program of PETS, including recommended learning objectives, refer to section RCP 23.030.3.

PARTICIPANTS

Participants attending PETS should include the following: District Governors-elect, Assistant Governors, District Trainers, District Governors, District Governors-nominee and all incoming club presidents in the district. It is recommended that the expenses of the incoming club presidents be paid by the clubs or the district.

Assistant Governors shall assist the Governor with promoting attendance among the Presidents-elect to whose clubs they are assigned and team building among the Presidents-elect, Governors-elect, and themselves.

PETS LEADERS

The Governors-elect are responsible for PETS. (RIB 15.030) The PETS full leadership team is responsible for planning and conducting the seminar under the direction and supervision of the Governors-elect. The PETS full leadership team is comprised of the Governors-elect, qualified past governors from each of the nine districts and various support personnel with special technical skills.

MULTI-DISTRICT PETS

Since Far West PETS is a multi-district PETS, at least three hours of the program must be allocated to meetings between Governors-elect and their incoming club presidents, with assistant governors. The Governors-elect are responsible for developing and approving the final program, recommending the training leaders and plenary speakers, as well as submitting to the RI President a letter indicating approval of the multi-district PETS program and demonstrating fulfillment of the above conditions no later than four months prior to the conducting of the seminar. (RCP 23.030.7) (MOP)

ARTICLE I: INTRODUCTION

PETS 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 basic 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.

For a better understanding of the duties and responsibilities of a club president, “the President-elect shall attend the District Presidents-elect Training Seminar and the District Assembly unless excused by the Governor-elect.

(Club Constitution, Article 10 section 5 c, Director and Officers; MOP)

ARTICLE II: MULTI-DISTRICT SPONSORSHIP

PETS offers districts the opportunity to participate in a multi-district seminar. The advantages of a multi-district seminar include the following:

- the largest possible attendance of Presidents-elect;
- a more favorable seminar budget;
- the ability to attract the best speakers;
- 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
- a broader base for Rotary fellowship and the exchange of ideas.

The following districts participate in Far West PETS: Districts 5000, 5130, 5150, 5160, 5170, 5180, 5190, 5220, and 5230.

ARTICLE III: TIMING OF SEMINAR

PETS should be held early in the year following the International Assembly at which time DGEs receive their training, thus allowing them time between meetings. 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 competing with other multi-district PETS, district conferences, district assemblies, or other district or zone meetings. One of the main purposes of the seminar is to impress upon the Presidents-elect the need for very early planning for their coming year as club presidents.

ARTICLE IV: LENGTH OF SEMINAR

The recommended length of time for Far West PETS is two full days, so it is important that the appropriate RI Directors and the Multi-District PETS Alliance be notified as soon as possible, when the dates are contracted. Far West PETS is typically held in early March (RIB 15.030) beginning on a Friday and ending on a Sunday.

ARTICLE V: SEMINAR SITE

The ideal site for Far West PETS is a facility located near a major international airport for easy transportation to and from the seminar site. The hotel contract for the site selected for the seminar should be signed at least three years prior to the event. The Board of Directors shall select a sub-committee of not less than three individuals, one of which will be the General Chair for that specific year who shall negotiate a contract for a site, not less than three years in advance. Individuals selected for this sub-committee should possess knowledge of contract negotiations as well as FWP audio visual production needs, and FWP instruction requirements. The contract shall be submitted to the Board of Directors who shall, upon approval, authorize the current General Chair to sign the document.

ARTICLE VI: PETS ADMINISTRATION

1. Board of Directors:

The governing body of Far West PETS shall be the Board of Directors, comprised of the current District Governors-elect (DGEs) from the districts involved, the General Chair, the Vice Chair/Secretary, , the Treasurer and the Immediate Past Chair. It is customary that the Vice Chair performs the duties of the Secretary.

2. Executive Committee:

The overall operation of Far West PETS is handled by the Executive Committee, comprised of the General Chair, the Vice Chair/Secretary, the Treasurer, the Immediate Past General Chair, and the Team Chairs for the areas of Program, Arrangements, Instruction, Registration and Support Services. Substantive issues such as budgetary matters and changes in policy shall be the responsibility of and voted on by the Executive Committee.

3. Full Leadership Team:

The day-to-day functioning of Far West PETS is the responsibility of the Full Leadership Team. It shall consist of at least one Past District Governor (PDG) from each of the participating districts, whenever possible, who shall serve in the positions of: (1) General Chair, (2) Vice-Chair/Secretary, (3) Treasurer, (4) Immediate Past General Chair, (5) Program Team Chair, (6) Arrangements Team Chair, (7) Instruction Team Chair, (8) Registration Team Chair, and (9) Support Services Team Chair. The balance of the committee members, appointed by the General Chairman, shall be Rotarians in good standing from throughout the participating districts.

In order to ensure each district is represented by a PDG on the Full Leadership Team, it shall be the responsibility of the Immediate Past General Chair working with the General Chair and with assistance from committee members to recommend PDGs for appointment. These appointments are to be confirmed by the Board of Directors at the annual meeting held in May of every given year. Any additional appointments that need to be made will be done by the General Chair.

4. Term of Office:

Members of the Full Leadership Team shall be appointed by the General Chair for no more than a three-year term for any one assignment, pending the quality of their work. Members cannot serve more than two terms in the same position, nor can they serve more than two three-year terms. Whenever, in the judgment of the Board of Directors, it is in the best interest of PETS to have an individual continue, this criterion may be waived.

The process of rotating the leadership between districts should always be considered in making the final decision for committee assignments. Also, if it is known in advance that an individual will be leaving a major leadership position, a “shadow” or understudy should work with that individual throughout the entire seminar to learn the specific duties required of that position.

Future General Chairs of Far West PETS should be given assignments on the Full Leadership Team as soon as they have been selected, so they can begin becoming familiar with the workings of this operation.

5. Duties:

The duties of the Full Leadership Team shall be to carry out the business agreed upon by consensus in order to make the program and operations of Far West PETS of the highest quality. See (APPENDIX: Job Descriptions)

6. Meetings:

The annual meeting of the Board of Directors shall be held in May of every given year.

The Executive Committee shall hold at least two meetings per year: June and January, unless called for a special meeting by the General Chair.

The Full Leadership Team shall hold at least three meetings per year: Possible months are August, November and January. February may be a better month than January due to the expense of travel around the New Year.

All committee members, including DGs, DGEs, DGNs, shall be invited to attend all meetings AT NO COST TO PETS.

7. Deadlines:

An initial outline of the seminar program for the coming year shall be presented at the August meeting of the Executive Committee. The final program and plenary speakers must be approved by the Executive Committee NO LATER THAN THE NOVEMBER MEETING of the Executive Committee!

**ARTICLE VII:
APPOINTMENT OF GENERAL CHAIR**

Since Far West PETS is a multi-district event, all districts shall be given the opportunity to participate in the leadership role as the official host. Therefore, the selection of the Far West PETS General Chair is done by a rotation process among the nine present districts in numerical order.

The General Chair shall be a PDG and the assumption is that each district shall have such a person qualified to serve. The position is not an honorary one; therefore, it is recommended that as soon as the person is known who will serve following the current General Chair, he/she should be automatically invited to attend the FWP committee meetings so he/she can begin learning the responsibilities of the Vice Chair/Secretary position. His/her Vice Chair/Secretary position on the PETS Executive Committee will formally begin following the individual completing their full year as District Governor (IPDG).

If the PDG who is to hold this position, or any potential Chairs identified for this position is unable to serve, the current and Immediate Past General Chair will notify the district to identify another PDG.

If any district wishes to decline its responsibility for serving as the host district and providing a General Chair-Nominee, or if a district decides to withdraw from Far West PETS, the above selection criteria then passes on to the next identified district.

The General Chair serves at the discretion of the class of District Governors Elect. In the event the class of District Governors Elect is dissatisfied with the General Chair's performance/leadership, the class shall replace the individual in the following manner. Upon motion by two DGEs, the class of DGEs shall determine by majority vote whether or not to remove the General Chair. If such is the case, then the class needs to notify the General Chair and Immediate Past General Chair of the vote. The Immediate Past General Chair shall notify the existing District Governor of the current General Chair's district. The current District Governor shall consult the Past District Governors of that district and select a replacement for the current General Chair to present to the class of District Governors Elect. If a replacement is not named within 14 days from being notified of the vote of the class of DGEs to remove the chairman, then the DGEs can elect a replacement from among the PDGs from the responsible district. The replacement will immediately assume the position and no further voting by the class of District Governors Elect will be necessary.

ARTICLE VIII: PROMOTION OF SEMINAR

Early promotion is one of the most important ingredients of a successful Far West PETS. Promotion should occur throughout the year, particularly after the new DGs take office. Each DG should include the Far West PETS dates in their district directory and on their district website, as well as promote Far West PETS during club visitations and in newsletters. Since attendance is mandatory by all participating districts, attendees need the basic information for

their calendars as soon as possible.

Far West PETS owns its own website: www.farwestpets.org. The features on the website include promotion of the nine districts and their DGEs, a reverse planning calendar for those Presidents-elect who want to begin planning early, photos and bios of all of the keynote speakers, Rotary International Club President's Manual, Club Leadership Plan, Manual of Procedure (most recent version), various Rotary committee manuals and forms, Rotary Foundation brochures and forms, and online registration capability. In addition, the website serves as a data base for registrants to be used by the DGEs and the Far West PETS registrar. The DGEs are provided access to this data base for purposes of monitoring their individual District registration. This promotional tool needs to be up and running by July 1 of each year and is also used by participants affiliated with the Multi-district PETS Alliance and incoming presidents who may not be able to attend their respective PETS and need to select an alternate location to take their training with another group in the United States.

ARTICLE IX: SEMINAR FORMAT

The current format calls for six core courses covering the following: Leadership And Volunteer Management, Club Operations; Club Meetings, The Rotary Foundation, Membership, and Programs of Rotary. In addition, there are two sessions, totaling three hours in length, for the DGEs to meet with their Presidents-elect, DGs, AGs, DGNs, DTs, and other leadership team members present. There is also a meeting of the AGs with their respective Presidents-elect in order to initiate planning for their year and discuss any questions.

The Presidents-elect are grouped according to their "cluster" and grouped with the AGs they will be working with in their respective district.

It is important that the Presidents-elect relate to the district officers with whom they will be working. That is why all highly visible assignments during the seminar program – e.g. greeters, registration check-in, and activities presented during the five plenary sessions--are assigned to the DGEs, DGs, DGNs, AGs, and DTs.

Immediately following the concluding session of the seminar, a Critique Session is held. It is presided over by the current General Chair and attended by all of the members of the Full Leadership Team, especially the members of the Executive Committee. In addition, during the course of the entire weekend, the participants are all asked to fill out a written critique. These results are then tabulated by a professional firm and shared with the members of the Executive Committee. Individual evaluations of the instructional staff are shared on an individual basis and are not for public distribution.

ARTICLE X: REGISTRATION AND CHECK-IN

Each DGE is responsible in assembling the contact information for their PEs, AGs, DG, DGN, DTs, and SAAs, and making it available to the Far West PETS Registrar. Each DGE has access to the Far West PETS website where a district data base has been made available to record such

information. The Far West PETS registrar will email invitations to Far West PETS in late October thus DGEs must have their data bases listing all attendees from their district completed by October 1st. The Far West PETS registrar will update the data bases as the registrations are collected. The DGEs can revisit the Far West PETS website anytime to view the current status of registrants on his/her District data base. Each DGE is responsible for making sure all the names on the data base are registered.

A first impression of organization and professionalism should greet the Presidents-elect upon their arrival at the seminar site. Easy parking, friendly greetings by the Sergeants-At-Arms, other greeters and Information Booth should guide attendees to the registration area with a smile and a handshake. This weekend is for the Presidents-elect and everyone should make them feel like honored guests from the moment they step out of their mode of transportation at the seminar site.

At the registration area a section should be designated for each district. Some Presidents-elect are not familiar with the district numbering system, therefore, DGNs and AGs should be available to help hand out the registration packets and handle any questions or concerns that remain. Attendees can then be directed to the Information Booth to have more detailed questions handled. The Presidents-elect will then be directed to the vendor sales area, get their photograph taken if needed for their district directory, and have lunch prior to the start of the Opening Session.

ARTICLE XI: SEMINAR SPEAKERS

As soon as the General Chair has been identified for any given year and the seminar dates confirmed, the keynote speakers should be determined and invitations extended. Many of the popular speakers are booked two and three years out. An effort should be made to obtain Rotary International General Officers, and if at all possible, the RI President-elect and Zone Director. Since these people have many demands placed on their calendars, they should be invited as soon as they have been nominated by the respective nominating committees – typically, first asked, first confirmed.

When choosing speakers, Far West PETS is not limited solely to Rotarians. There are MANY excellent motivational speakers who are not Rotarians who could add greatly to the success of the seminar. One of the purposes of Far West PETS is to enhance the leadership abilities of the Presidents-elect and a speaker who can contribute to that end is the speaker who should be invited to attend.

The important consideration in choosing speakers is that they have the ability to communicate effectively and enthusiastically. Special consideration should be given that the speakers' for the opening and closing of Far West PETS should be highly motivational. Speakers shall have their travel, lodging, and meals paid for by the Executive Committee, unless otherwise stipulated.

It has been the practice of Far West PETS not to solicit seminar speakers out of the pool of PDGs from the nine districts. The reason for this policy is to avoid having the speaker position becoming politically appointed.

ARTICLE XII: SEMINAR CURRICULUM

Six core courses are scheduled throughout the program which includes: cluster meetings with the AGs and Presidents-elect, Round Table Discussions between Presidents-elect, and two additional sessions reserved specifically for the DGEs to meet with their Presidents-elect for a total of three hours. The sessions held by the DGEs focus on district concerns as they discuss with their Presidents-elect the organization for the up-coming year, goals, communication within the district, district programs, and the Governors' visits, etc. The other sessions are for training by instructors under the direction of the Instruction Team Chair. Except for the DGE sessions, all other sessions are 60 minutes in length. (APPENDIX: Sample of Complete Seminar Program.)

ARTICLE XIII: INSTRUCTORS

The role of the instructor is VITAL for the success of this seminar! Without well-qualified, effective leaders capable of communicating their thoughts and motivating those in attendance, the seminar loses its purpose and becomes a social event. Great time and care must be taken in choosing the right individuals for this position.

Instructors shall be recommended in the most effective manner –e.g. nominations by current DGEs and Immediate Past DGs (IPDGs). There is also a composite evaluation of the instructors from previous years to indicate who may be asked to continue or return to the instructional staff. No sitting Governor is eligible to serve as an instructor. Whoever is nominated, the best persons available for the job should be chosen and all districts should be represented.

The Instruction Team Chair shall establish written goals and objectives for the instructors, maintain close contact with them while providing clear directions on what they need to do to prepare for their sessions; –e.g. a master course outline has been developed for each of the six core courses and the instructors are to focus their presentation on the contents of that outline.

In addition to their presentations during the seminar, attendance is required at two rehearsals in order to serve. The first session is held during January conducted by a professional trainer teaching instructors how to fine-tune their skills so they are relaxed and competent with their own personal presentation style.

ARTICLE XIV: SEMINAR MATERIALS

As the Presidents-elect arrive at the registration area, they are each presented the following: a name tag, meal tickets, PETS schedule of sessions (Program Brochure) and a portfolio (discretionary call by the Board of Directors). Course materials shall be posted to the FWP website for downloading and maintained there for the balance of the Rotary year.

ARTICLE XV: BUDGET AND FINANCES

When creating the budget for Far West PETS, it should be kept in mind that this is a quality seminar and everything from the first piece of promotional materials to the final meal and critique session shall be of high quality.

The overall creation and management of the budget shall be the responsibility of the Far West PETS General Chair and Treasurer. All checks will require a minimum of two signatures and checks will not be issued without expenditures being requested on the official Expense Voucher, accompanied by receipts and approved by the Team Chair of each area. Final approval of all expenditures is the responsibility of the General Chair.

The budget shall be sufficient to cover all costs indicated by every chairman indicated on the Organizational Chart for the Full Leadership Team, with the approval of the respective Team Chairs... e.g. promotion/website, speakers/VIP expenses/ workbooks, meals, lodging, and entertainment. The final budget shall be approved at the first meeting of the Executive Committee.

A net surplus of approximately 3% of the gross budget shall be planned into the cost of Far West PETS in order to maintain a contingency fund. The Executive Committee shall have the responsibility of seeing that these financial guidelines are followed and to ensure that Far West PETS has a yearly operating budget that shall maintain a contingency fund of no less than 15% or not more than 20% of the annual budget required of PETS.

Annually, FWP shall reserve \$1000 to help with travel costs for a District 5000 Rotarian serving specific roles on the FWP committee. 50% of the reserved amount shall be available to District 5000 for the years when a PDG serves as Vice General Chair/secretary and 50% as General Chair.

The seminar costs to the attendees shall be as reasonable as possible. The major costs will be lodging and meals. Therefore, the Executive Committee shall assign an experienced person to negotiate with the hotel. A favorable room rate, based on double occupancy, shall be negotiated. With the number of attendees now participating in the seminar, the entire hotel is needed, which helps with the discounting of rates for required suites and provides a variety of other offerings at no charge. (When additional rooms are needed, beyond the seminar hotel headquarters, the hotel of the initial contact makes the additional sleeping room arrangements.)

The Executive Committee shall charge each club one price to cover the cost of attendance for the Presidents-elect. A premium price can be charged for those Presidents-elect who choose to stay in a single room, if available. This expense (cost of attendance) shall be borne solely by each President-elect's club and is not a PETS expense. At the closing session with the DGEs, the Presidents-elect should be reminded to budget this expense for the following year's PETS. (Districts and/or clubs may also wish to consider subsidizing the travel costs of the Presidents-elect because of the great distances involved, but this is a matter to be handled solely by each district.)

The cost of attendance for the DGs, DGEs, DGNs, AGs and is the responsibility of the individual

districts participating in Far West PETS. Additionally, any other expenses not covered by the regular club registration are the responsibility of the district. All money and records of paid registrations shall be the shared responsibility of the Registration Team Chair and the Treasurer.

ARTICLE XVI: POLITICAL LIMITATIONS

No substantial part of the activities of this organization shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the organization shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

ARTICLE XVII: DEDICATION

The property of this organization is irrevocably dedicated to charitable purposes and no part of the net income or assets of this organization shall ever be used for the benefit of any director, officer or member thereof or to the benefit of any private persons.

ARTICLE XVIII: DISSOLUTION

Upon the dissolution or winding up of the organization, all assets remaining after payment, or provision for payment, of all debts and liabilities of this organization shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501 (C) (3) of the Internal Revenue Code.

ARTICLE XIX: DISTRICT WITHDRAWING FROM FAR WEST PETS

Any of the districts may withdraw from Far West PETS upon three years notice to allow for the completion of any existing site contracts. Should any district withdraw without the required notice, then said district shall be liable for any losses resulting from said withdrawal.

ARTICLE XX: AMENDMENTS TO FAR WEST PETS OPERATING GUIDELINES

These Far West PETS OPERATING GUIDELINES may be altered, amended or repealed, and a new set of guidelines may be adopted by a majority vote of the Board of Directors at the advice of the Executive Committee. It is recommended that the guidelines be revisited at least every three years to reflect possible new legislation from Rotary International.

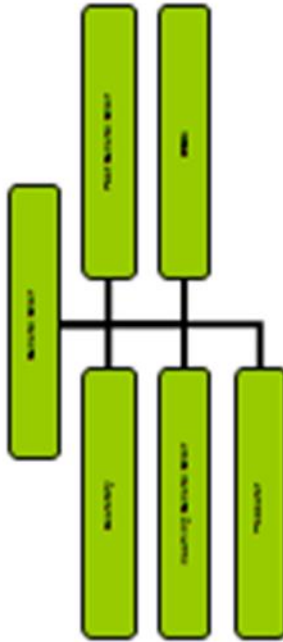
APPENDIX

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Committee with support staff Org Chart
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 - Vice General Chair
 - Treasurer
 - Registration Team Chair (Registrar)
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APPENDIX 'A'



FAR WEST PETS BOARD OF DIRECTORS

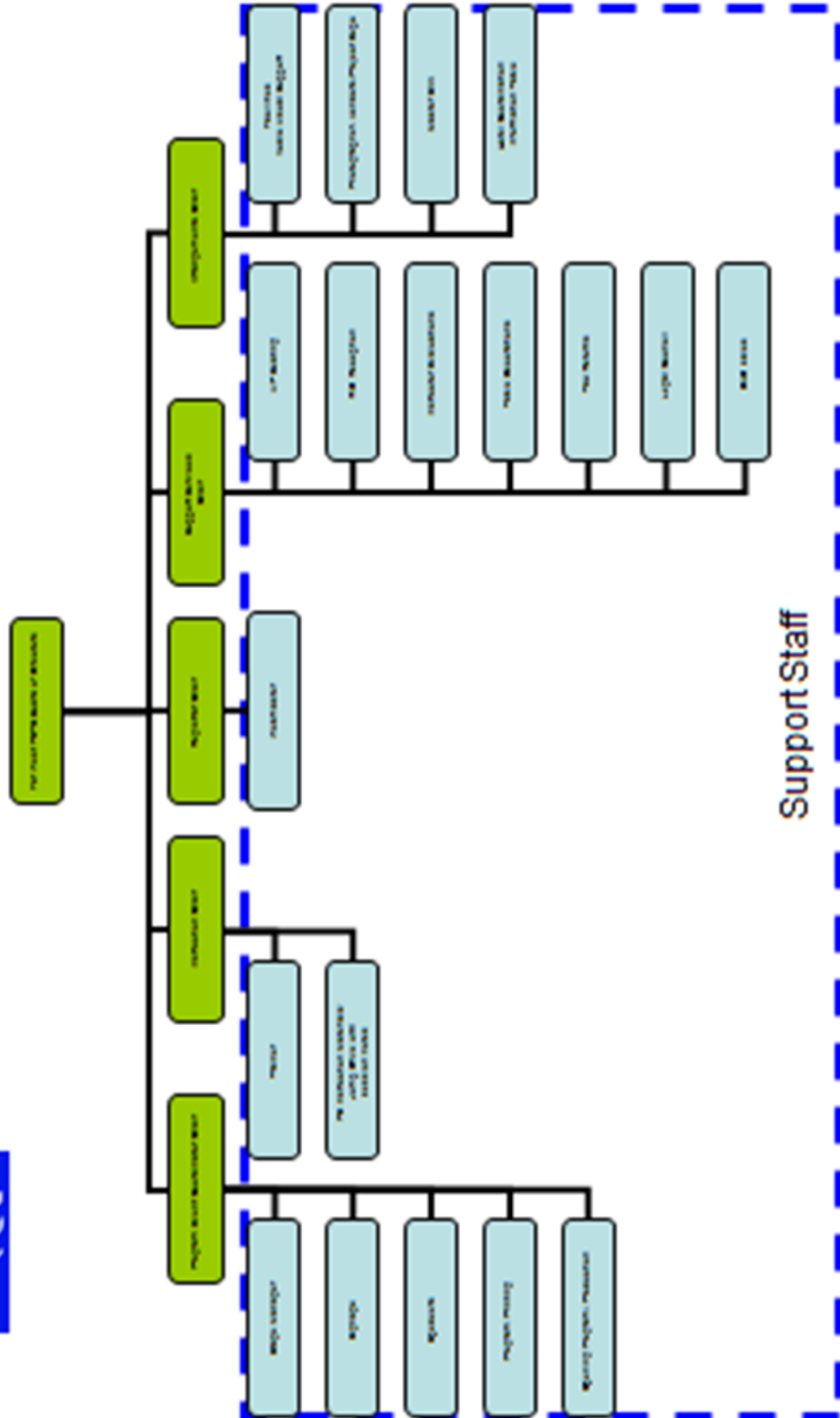


FAR WEST PETS EXECUTIVE COMMITTEE



APPENDIX 'B'

FAR WEST PETS FULL LEADERSHIP TEAM
(INCLUDING SUPPORT STAFF)



APPENDIX 'C'

Minute By Minute

APPENDIX 'D'
Program Brochure

APPENDIX 'E'

Job Descriptions



FAR WEST PETS

DISTRICT GOVERNOR ELECT

Job Description:

There are nine (9) District Governors Elect who participate at Far West PETS. Each has the responsibility to oversee the entire Far West PETS committee and be able to meet the following requirements:

1. Be familiar with the Far West PETS (FWP) Operational Guidelines.
2. Serve as one of the Board of Directors for the Far West PETS Committee
3. Participate in all Far West PETS Committee meetings.
4. Be familiar with the application of a Far West PETS online meeting service if unable to travel to meeting location.

Duties:

1. Meet with the General Chair to establish a schedule of meeting dates of the Far West PETS Committee during their year as DGEs.
2. Select a class leader to serve as the lead spokesperson/facilitator to express the consensus of the class when required.
3. Participate in all planning aspects of Far West PETS.
4. Serve on one of the FWP sub committees as a co-chair.
5. In the absence of their subcommittee chair at a FWP committee meeting, present a progress report to the FWP committee.
6. Submit names and contact information on the following to FWP Registrar in a timely manner; two SAAs, District Governor Nominee, District Trainer, all Assistant Governors and all club presidents elect. Notify FWP Registrar of any changes as soon as possible.
7. Submit names and contact information for two Sergeants At Arms (SAA) to the FWP Sergeant At Arms chair in a timely manner.
8. Participate in the video taping of the opening program prior to Far West PETS.



FAR WEST PETS

GENERAL CHAIR

Job Description:

The General Chair has the responsibility to oversee the entire Far West PETS committee and be able to meet the following requirements:

1. Served as Vice Chair/Secretary on the committee in prior year.
2. Attended Multi- District PETS Alliance in prior year.
3. Be familiar with the Far West PETS (FWP) Operational Guidelines.
4. Met with DGE class at Zone Institute when they were DGNs and encourage the selection of a team leader.

Duties:

1. Select subcommittee chairs and confirm that all committee positions are filled.
2. Schedule FWP Committee meeting dates with consensus of the DGE class.
3. With support of the Arrangements Chair, establish locations of meetings.
4. Chair all FWP committee meetings. When unable to attend a FWP committee meeting, will inform the Vice Chair/Secretary to chair the meeting.
5. Participate in West Coast PETS Alliance.
6. With the assistance of the subcommittee chairs, prepare an agenda for each meeting.
7. Working with the class leader, seek concurrence from DGE class regarding important decisions.
8. As chair of the FW PETS Board of Directors, serve as advisor/mentor to the DGE class.
9. Establish a time table for key decisions and monitor progress of sub committees.
10. Provide continuity by communicating regularly with future chairs of FWP.
11. Host a reception for Rotary VIPs in General Chair's suite during FW PETS.
12. Invite future General chairs from other Multidistrict PETS to attend FW PETS.
13. Select a gift for each member of the FW PETS committee and include a Thank you Note.
14. Hold a Post Evaluation Committee meeting immediately following FW PETS.
15. Other duties as may be identified during the planning and execution of FW PETS.



FAR WEST PETS

VICE GENERAL CHAIR/SECRETARY

Job Description:

The Vice General Chair/Secretary has the responsibility of serving as the FW PETS committee secretary and shall be subject to the following requirements:

1. Be familiar with the Far West PETS (FWP) Operational Guidelines.
2. Serve as the primary contact on the FW PETS committee for the DGNs.
3. Serve as advisor/mentor to the DGN class.

Duties:

1. Perform role as Secretary on FW PETS committee including the composing and distribution of meeting minutes.
2. Chair FW PETS committee meetings in the absence of the General Chair.
3. Attend Multi-district PETS Alliance in Evanston.
4. Participate in West Coast PETS Alliance.
5. Meet with DGN class at Zone Institute
6. Encourage the DGN class to select a class leader who will serve as the chief spokesperson for the group.
7. Provide the DGNs with a list of tasks and milestone dates associated with the upcoming FW PETS.
8. Work with the class leader to achieve concurrence from DGN class regarding important decisions.
9. Establish a time table for key decisions and monitor progress of sub committees.
10. Provide continuity by meeting regularly with past current and future General Chairs of FWP.
11. Attend a Post Evaluation Committee meeting immediately following FW PETS.
12. Other duties as may be identified during the planning and execution of FW PETS.



FAR WEST PETS

TREASURER

Job Description:

The Treasurer is a single position having the responsibility to coordinate with the following positions;

1. The General chair
2. The Registrar,
3. The Facility chair

Duties:

1. Serve as the chief financial officer of FWP.
2. If necessary, with the guidance of the FWP Executive Committee, established an account at a financial institution for Far West PETS.
3. Obtain required bank signature cards for account.
4. Using the previous year's FWP budget as guide and with the input of the General Chair, DGEs and the FWP Full Leadership Team develop a draft budget for Far West PETS to be presented in the first meeting of the FWP Executive Committee.
5. Incorporate any adjustments to draft budget and submit for approval at second meeting of the FWP Executive Committee.
6. Maintain the 'books' for the FWP.
7. Provide a Treasurer's report at each Far West PETS Executive Committee meeting.
8. Make deposits and issue payments associated with the operations of FW PETS.
9. At conclusion of Far West PETS, prepare a resulting final budget for reference in following year.
10. Other duties as may be identified during the planning and execution of PETS.



FAR WEST PETS
REGISTRATION COMMITTEE CHAIR
(REGISTRAR)

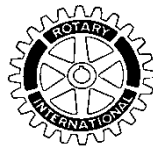
Job Description:

The Registration Committee Chair (Registrar) has the responsibility to coordinate with the following positions:

1. The General Chair
2. The Treasurer
3. The Facility Chair

Duties:

1. Serve as primary contact with hotel on housing needs, of the Far West PETS committee, the DGEs, the Club President Elects, the SAAs, the instructors, the guest speakers and other Rotary dignitaries.
2. Report on the overall registration progress at the quarterly Far West PETS Committee meetings.
3. Counsel any DGE(s) that may be assigned to assist the Registration Committee.
4. Responsible for operations of FW PETS onsite registration.
5. Direct DGNs at Registration area during the Far West PETS event.
6. Provide staff for information desk and Lost & Found services in registration area at Far West PETS.
7. Other duties as may be identified during the planning and execution of PETS.



FAR WEST PETS

PROGRAM EVENT COORDINATOR COMMITTEE CHAIR

Job Description:

The Program Event Coordinator Committee Chair has the responsibility to oversee the following Program Committee positions:

1. Stage Manager – responsible for creating and maintaining Minute-by-Minute and overseeing event staging activities.
2. Guest Speakers Chair – responsible for recruiting guest speakers and assigning their aides, guest speakers gifts, and accommodating VIPs.
3. VIP Aides and Speaker Gifts Chair – Coordinate selection of Aides for guests and secure gifts for special guests as needed.
4. Opening Program Chair – responsible for opening session production and special production requirements during PETS.
5. Live Music Chair (Optional) – responsible for song leading at meal sessions and providing musical accompaniment if needed or scheduled at any PETS event.

Duties:

1. Provide guidance and support to the Program Event Coordinator Committee members.
2. Monitor the progress of the committee members with their individual tasks.
3. Report on the overall committee's progress at the quarterly Far West PETS Committee meetings.
4. Counsel any DGE(s) that may be assigned to the Program Event Coordinator Committee.
5. Other duties as may be identified during the planning and execution of PETS.



**FAR WEST PETS
INSTRUCTION COMMITTEE
CHAIR**

Job Description:

The Instruction Committee Chair has the responsibility to oversee the following Instruction Committee positions:

1. Trainer – responsible for developing instructor’s presentation skills.
2. Curriculum Chair – responsible for developing subject material for instructors and submitting all course material to the PE Materials Chair on the Support Services Committee for placement on website for the PEs after the conclusion of Far West PETS.
3. Electives Chair – responsible for organizing the Sunday morning elective sessions which includes appointing individual facilitators.

Duties:

1. Consult DGEs for recommendations on potential instructor candidates from their individual districts.
2. Develop a pool of potential instructors and contact for availability.
3. Provide guidance and support to the Instruction Committee members.
4. Monitor the progress of the committee members with their individual tasks.
5. Report on the overall committee’s progress at the quarterly Far West PETS Committee meetings.
6. Counsel any DGE(s) that may be assigned to the Instruction Committee.
7. Serve as primary representative for the PETS Committee with company performing the PETS surveys.
8. Develop and implement an improved evaluation process for class content, value, and instructor evaluations.
9. Report back to all instructors and next year’s Far West PETS General Chair the results of the evaluations.
10. Assist with the training program for District Trainers and the consistency of the districts in the preparation of the PEs for future Far West PETS.
11. Other duties as may be identified during the planning and execution of Far West PETS.



**FAR WEST PETS
ARRANGEMENTS
COMMITTEE CHAIR**

Job Description:

The Arrangements Committee Chair has the responsibility to oversee the following Arrangements Committee positions:

1. Expo/Vendor Chair -. Responsible for contacting and arranging onsite accommodations for both project Expo exhibitors and vendors as requested by the DGEs. The Expo/Vendor Chair is responsible for contacting and arranging for onsite display table space for both project expo exhibitors and vendors as requested by the DGEs. In addition they will furnish a list of hotels in the area for them to make their own accommodations and arrange for parking at the PETS sponsoring hotel.
2. Logistics (Facilities) Chair – responsible for announcing ‘open doors’ to SAAs at meal sessions, validating meal counts, provide computer support to instructors, and serve as operational liaison with hotel.
3. Information, Lost and Found Chair - responsible for manning information, and lost and found station during PETS
4. Master Sergeant at Arms – responsible for directing team of SAAs during PETS.

Duties:

1. Consult DGEs for recommendations on potential Project Expo exhibitors and vendors.
2. Serve as primary contact for approving BEOs associated with meal sessions.
3. Provide guidance and support to the Arrangements Committee members.
4. Monitor the progress of the committee members with their individual tasks.
5. Report on the overall committee’s progress at the quarterly Far West PETS Committee meetings.
6. Counsel any DGE(s) that may be assigned to the Arrangements Committee.
7. Other duties as may be identified during the planning and execution of PETS.



FAR WEST PETS

SUPPORT SERVICES COMMITTEE CHAIR

Job Description:

The Support Services Committee Chair has the responsibility to oversee the following Support Services Committee positions:

1. Meals Seating Chair – responsible for assigning VIP and table hosts seating at meal sessions and coordinating effort with Registration Materials chair and Master SAA.
2. Evaluations/Survey Chair – responsible for creation and administering various PETS surveys and reporting results to PETS Committee.
3. Receptions Chair - responsible for coordinating and arranging various receptions at PETS including the RID reception and the Sparkling Wine reception (at Elevators).
4. Table Decorations Chair – responsible for creating interactive centerpieces for tables at all meal sessions and coordinating placement with Master SAA.
5. DVD Sales Chair – responsible for coordinating all DVD sales related to guest speakers at PETS.
6. PE Materials Chair – responsible for acquiring pad folios, theme bags, lanyards and any such items as determined by the DGEs for distribution to their PEs while at PETS.
7. Signage Chair – responsible for creation of directional and session signs at PETS.
8. Program Brochure Chair – responsible for development and publishing of the PETS program brochure.
9. PETS Photographer- Responsible for taking all pictures of DGEs, AGs, PEs, DTs, and others as instructed by the chair.

Duties:

1. Provide guidance and support to the Support Services Committee members.
2. Monitor the progress of the committee members with their individual tasks.
3. Report on the overall committee's progress at the quarterly Far West PETS Committee meetings.



FAR WEST PETS

**SUPPORT SERVICES
COMMITTEE CHAIR
(Continued)**

4. Counsel any DGE(s) that may be assigned to the Support Services Committee.
5. Other duties as may be identified during the planning and execution of PETS.