



High Country PETS  
**GUIDELINES**

Approved August 6, 2012

# **HIGH COUNTRY PRESIDENTS-ELECT TRAINING SEMINAR** **GUIDELINES**

(Approved August 6, 2012)

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

1. **Name**: The inter-district committee is known as the High Country PETS Committee and is referred to herein as the Committee.
2. **Purpose**: The purpose of the Committee is to plan, organize, and implement an annual meeting to train incoming Rotary club presidents, president elect nominees and assistant governors and to provide other corollary activities for past district governors and the partners of presidents-elect. .
3. **Membership**: The Committee consists of the following members:
  - a. The Steering Committee, composed of thirteen members, includes the District Governors Elect and District Governors Nominee from the five participating districts, the PETS Chair, PETS Administrator and PETS Lead Trainer.
  - b. District Governors from each participating district, PETS Treasurer, district trainer from each participating district, three members from the D5450 Denver Event Resource Team (DERT) committee (chair, registrar and hotel liaison) and task group chairs that may include Materials, Internal Promotion/Communication, VIP Coordination, and Administration. Task group chairs will be named without regard to balancing or rotating of positions among the five districts. When possible, task group chairs will serve multiple years.
4. **Voting**: All members in attendance may participate in Committee discussions but voting shall be limited to members of the Steering Committee. Any Steering Committee member who is unable to attend a meeting shall notify the PETS Chair that they wish to assign their proxy to another on a Steering Committee vote. In the absence of such notification, the DGE or DGN (in that order) from that district may cast the absent member's Steering Committee vote. In the event of a tie vote, the tie will be broken by the Chair, per Robert's Rules of Order.
5. **Meetings**: The Committee shall hold regular meetings at a time and place determined by the Chair and the Steering Committee members. The meetings should be as centrally located as possible. Meetings may also be held by teleconference. Special meetings may be called by the Chair or by three of the five DGEs.
6. **Chair, Chair-Elect and Chair-Elect Nominee**: The DGN's shall select a member of their class to serve in the following capacity:
  - a. In the year they are DGE, that person shall serve as Chair-Elect Nominee
  - b. In the year they are DG, that person shall serve as Chair-Elect

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

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

15. **Existence**: The Committee shall exist for such period as approved by the district governors of all five districts. The continuation of such approval by the current district governors, and by their successors as they assume their offices, shall be presumed until a district governor then in office files a written notice with the Steering Committee that he/she is withdrawing his/her support and approval, upon acceptance by three-fourths of the remaining council members.
16. **Dissolution**: The Committee may be dissolved upon the vote of four-fifths of the members of the Steering Committee, and upon their agreement of a plan of disbursement of residual funds or deficits.
17. **Committee Structure**:

**CHAIR:**

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

**CHAIR ELECT**

- Maintain currency of PETS guidelines
- Manage VIP Coordination (see below)
- Publicize, arrange and host PDG fellowship/briefing.

**CHAIR-ELECT NOMINEE**

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

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

<b><u>Committee:</u></b>	<b><u>Tasks:</u></b>
<b>Internal Promotion and Communication.</b> <b>(Chair-Elect Nominee)</b>	Prepare and update the PETS publicity flyer and other promotional information
	Get promotional information to all DGEs in a timely manner for distribution to potential attendees.
	Prepare schedule of activities (gold sheet for notebook) for printer
	Email to DGEs communication for club PEs (every 2 weeks)
<b>Materials</b> <b>(Does not attend PETS)</b>	Work with RI to insure all materials go to printer to include extras to make all handouts the same
	Prepare the introductory section of the manual
	Ensure all materials have arrived at printer
	Review material with printer prior to printing
	Ensure materials arrive at hotel
	Ensure efficient distribution of materials at hotel
<b>VIP Coordination</b> <b>(Chair-Elect)</b>	Assign aides (sitting DG)
	Get bios and photos for promotional material
	Send initial letters to speakers/VIPS
	Ensure a/v needs are met
	Register speakers for PETS and reserve hotel room
	Arrange for speaker gift in room (candy, etc.)
	Arrange for contributions to go to TRF (\$200 each)
<b>Logistics</b> <b>(Attends PETS)</b>	Arrange for Sunday service – person responsible and logistics at hotel
	Arrange for photographer – person responsible and logistics
	Arrange for Sergeants at Arms – train on site
	Arrange for House of Friendship – vendor communication

Each of the following positions is considered either appointed by the Committee or assigned by the DERT (District Event Resource Team).

PETS Lead Trainer	Work with district trainers to ensure overall training plan is sound
	Work with DGEs to identify best facilitators
	Send welcome email to facilitators
	Ensure facilitators have all information in a timely manner
	Conduct pre-PETS conference call for all new facilitators to set expectations
	Review training plan of each facilitator team
	Identify facilitator needs for binder (handouts)
	Insure facilitators are registered
	Conduct Facilitator Training
	Create breakout groups by size (work with registrar)
	Conduct post PETS debrief with facilitators
District Trainers	Plan for AG Training
	Plan for Partner Training (if desired)
	Plan for Rotary 101 (if desired)
	Summary of Evaluations post-PETS
DERT – hotel/audio visual	Negotiate/sign hotel contract
	Develop menus
	A/V requirements for meeting breakouts and plenary sessions
	Create Power Point for plenary sessions
	Work with hotel liaison on site
DERT – registration	Work with district <del>sub</del> -registrars on all registration tasks
	Arrange for on-site registration support
	Prepare name tags, class tent cards for pick up
	Work with districts to ensure all fees are appropriately paid

DERT - registration	Provide statistics for debriefing
Treasurer	<p>Work with Chair and Chair-Elect on budget</p> <p>Pay all bills in a timely manner</p> <p>Receive and deposit PETS revenue in a timely manner</p> <p>Produce statement of income and expense</p> <p>Refund overage to district (or collect shortage) in accordance with guidelines</p> <p>Complete Form 990</p>
Administrator	<p>Serve as “institutional memory” for PETS</p> <p>Work with Chair and Chair-Elect on budget</p> <p>Work with Chair and Chair-Elect on meeting objectives and agenda</p> <p>Maintain Critical Task List to insure tasks are completed</p> <p>Assign PE/PEN groups to breakout rooms</p> <p>Prepare and review “Event Script” with DGE’s and DERT</p> <p>Provide master event “blow by blow” list</p> <p>Prepare and distribute event evaluation and report results.</p>

APPENDIX A

**PETS Training**

**District and Content Breakout Sessions**

All the topics below are recommended by Rotary International and approved for PETS. They follow the Club Leadership Plan.

<b><u>District Breakouts</u></b>	<b><u>Content Breakouts</u></b>
Working with District Leaders	Leading Rotarians
Goal Setting & Strategic Planning (Planning Guide and Long Term Planning)	Engaging Members
The Rotary Foundation	Running Your Club
Grants	
	Elective Topics (top two selected will be covered): Public Relations/Social Media Fundraising Membership Retention Membership Recruitment Running Meetings New Generations



## APPENDIX B

### **Reimbursement Policy**

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

First Planning Meeting held each summer in Denver area – PETS will cover the cost of the meeting room and may cover the cost of the group lunch. Lodging and travel are at the member's expense or may be reimbursed by their district.

Facilitator January Training – no reimbursement unless covered under the facilitator section.

PETS (President Elect Training Seminar) – No travel expense is covered (paid by individual or district). PETS pays for the registration/meal package, ½ of the total hotel room cost (shared rate) for two nights; and, the lunch provided at the final day close-out meeting. A district officer who occupies a complimentary Suite, if a member of the Steering Committee, will not be eligible for a room expense reimbursement.

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

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

Annual Training Meeting, customarily held in Denver in conjunction with the Multi-District Dinner in January of each year:

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

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

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

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

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

The budget for each fiscal year shall include a set amount to be used when people in these positions live outside of the Denver Metro area (over 100 miles away). This will help defray travel/lodging expenses for up to three required Denver meetings per year (face-to-face planning meeting for PETS, Facilitator annual training, and PETS (President Elect Training Seminar).

**4. Multi-District PETS Alliance Annual Meeting at RI Headquarters:** Two representatives of the PETS Steering Committee will each be reimbursed for travel/lodging expenses up to half of the budgeted amount. The members attending are customarily the Chair and Chair-elect.