

## MODULE 2

### District Support for Clubs and Members

*Learning Outcome:*

*PEs will be able to identify available resources and learning opportunities at the District level to assist in the development of clubs and programs.*

December 31, 2020

## **Rotary District 7305**

### **PETS Training Manual**

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#### *Preface*

*Module 2 provides a review of how the District supports clubs and members. PEs will learn about the role of AGs, the District leaders who are available to assist clubs, the various training programs provided to club officers and the role of the District Secretary.*

#### Accessing the Rotary's Learning Center, the District's Website and DACdb

During your review of the training material, you will be asked to access training materials, videos and power point presentations from RI's learning Center, the District's Website and DACdb (District and Club database). It is important that you have access to a computer, laptop or tablet so that you can review the online training materials when required. These three online resources require registration. If you are not registered then access each resource and register. Make sure you remember your User ID and Password. The web address for each site is:

##### District 7305 Website:

- Type in [Rotary District 7305](https://rotarydistrict7305.org) <<https://rotarydistrict7305.org>>
- At the top right corner click on Member login.
- You are already registered with your email address serving as your UserID. If this is the first time accessing the website you should create a new Password.
- Look for District Library along the right side of the window and identify learning resources listed in the training manual.

##### DACdb:

- Type in DACdb <<https://www.dacdb.com/SecLogin.cfm>>
- If new register for your account. If already registered sign in with User Id and Password.
- When learning resources become available the participants will be instructed on how to access the information.

**Note: Clubs need to integrate DACdb with the RI data base. The instructions are located in the District Library (District 7305 Website) as well as the Application to Integrate the data bases. See Dan Daugherty ([dan-dougherty@comcast.net](mailto:dan-dougherty@comcast.net)) if you need assistance.**

##### MyRotary.org

- Type in MyRotary.org <[My Rotary | My Rotary](#)>
- If new, register for your account. If already registered sign in with User Id and Password
- Scroll to bottom of page until you see the Online Tool Box.
- Look for Learning Center and click.
- Type training program name in search box.

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## 2.1 Assistant Governors Role/List of AGs and Clubs

To assist Presidents and Clubs the District identifies Past Presidents (PP) who desire to share their leadership experiences. They serve to coordinate District programs and Club interests.

**Activity 2.1a** The following statement provides a summary of expectations for AGs.

### **The Role of an Assistant Governor (AG)**

**Intermediary:** Represent the District Governor (DG) to their assigned clubs; and represent the clubs to the DG.

**Trouble Shooter:** Help clubs to resolve issues either at the club level or with District initiatives.

**Match-Maker:** Help to develop inter-club activities within AGs group of clubs.

**Cheer Leader:** Promote District programs and activities. Encourage clubs to promote their activities on the District calendar, newsletter & website.

The District Governor relies on AGs for information about clubs and how effective they are functioning. This valuable information provides opportunities for further support for clubs. When a significant number of clubs struggle with an issue, the District Governor can initiate a program to assist the clubs.

AGs assist clubs to explore solutions to desired outcomes. They draw on the expertise of District Leaders to support club programs.

#### **AGs are encouraged to:**

**Visit clubs regularly:** at least every three months, more if possible. Submit Quarterly Club Status Reports to the AG Chair.

**Promote Membership Growth:** Encourage club growth and engaging new members to work on committees.

**Encourage Multi-Club Events:** Mixers, combined service projects, combined fund-raisers, or more formal membership events are possible.

**Promotion of Club activities:** Encourage clubs to submit news and photos to Ivar Berge, Editor for the monthly District Newsletter- Needs to be sent to Ivar by the 15<sup>th</sup> of each month.

**Encourage attendance at the RI Convention:** It is an experience that will never be forgotten as you will have the opportunity to mingle with thousands of Rotarians from all over the world.

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**Update regular club information at the District Level:** Check with the Club Presidents or Secretaries, to update membership lists for the District 7305 website and on DACdb. This needs to be done by June 15 and December 15 of every year, so that the member lists are correct and your club will be billed correctly by RI and District 7305.

**Club donations to The Rotary Foundation (TRF)-** Review the latest Polio Plus initiative and the current worldwide Polio statistics, the Bill Gates Challenge and RI’s request for club support. Promote the “Every Rotarian, Every Year” initiative. Provide information on any new initiatives through the District’s TRF.

**District Events Schedule Calendar-** Inform clubs on information about upcoming District Events. Events are listed on the website under Events Calendar and under District Calendar in DACdb. A SAVE THE DATE page is also included in the monthly District Newsletter.

Questions:

1. Review with your Board concerns to address during your year as President and to note here.
  
2. Which club issue(s) do you wish to discuss with your AG?

**Activity 2.1b** Review the List of AGs and assigned Clubs in the chart below.

Area	Assistant Governor	Contact Info	Clubs
1	Colleen Ramona Arnowitz	sracma@verizon.net	Belle Vernon, Charleroi, Donora, Monongahela, West Newton
2	James Edward Bolas	jim.bolas@aim.com	Bethel Park, Bethel-St. Clair, Bridgeville, South Fayette,
3	Lisa A. Borelli	attylab@aol.com	Dormont-Mt. Lebanon-Castle Shannon, Greentree
4	Dan Daugherty	dan-dougherty@comcast.net	E-Club, Elizabeth, Pleasant Hills, White Oak
5	Ralph Flaughner	ralph.flaughner@comcast.net	Hampton Township. North Boroughs, North Allegheny, Quaker Valley, Shaler Area
6	John Hartman	jhartman23646@gmail.com	Indiana, Indiana-Midday, Mt. Pleasant, Murrysville-Export, Scottdale
7	Jeff D. Helsel	jeff.helsel@gmail.com	Brownville, California, Monessen-Rostraver
8	Harold D. Hicks	HHicks@accfirepro.com	Fox Chapel Area, Moon Township, Pittsburgh-Northside, Sharpsburg-Aspinwall
9	Dan Kravetz	gdkravetz@gmail.com	Churchill-Wilkens, Delmont-Salem, Forest Hills, Oakmont-Verona
10	Joyce McIntire	joyce@mcintireinsurance.com	Blairsville, Ligonier
11	Charles J. Motycka	motycka.cj@gmail.com	Connellsville, Point Marion, Smithfield, Uniontown
12	Felicia Mycyk	weallhave24hrs@gmail.com	Ambridge, Beaver, Beaver Falls, Beaver Valley South, New Brighton
13	Genevieve Oduor	genevieve.oduor@stbank.com	Pittsburgh, Lawrenceville, Oakland

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14	Dennis E. Piper	dennis@depttechnologies.com	Carnegie-Collier, Crafton-Ingrim, Greater McKees Rocks, Parkway West
15	Miguel A. Saviroff	msaviroff@gmail.com	Conemaugh Township, Rockwood, Somerset
16	Patricia Shaffer	patshaffer@thepreferedrealty.com	Burrell-New Kensington Area, Greensburg, Highlands Area, Norwin
17	Janet Smlthbower	jsmithbower@beckfinancialwm.com	Ebensburg, North Cambria County, Portage
18	Camette Standley	choberney@gmail.com	Johnstown, Johnstown Sunset
19	Aaron Tuscan	atuscan44@gmail.com	Latrobe, Mountain View, Westmoreland
20	Michael B. Wargo	mwargo@wradvisors.com	Monroeville, Penn Hills, Plum, Turtle Creek Valley
21	Michael Yue	yuechiro@yahoo.com	Braddock, Pittsburgh East, Steel Valley, Swissvale, Wilkinsburg-Regent Square
22	Antonio Zuloaga	ajzuloaga@verizon.net	Canonsburg-Houston-South Pointe, McMurray, Washington, Waynesburg

Questions:

1. Who is assigned to your club as Assistant Governor?
2. When do you plan to contact him/her?

## 2.2 Knowing How District 7305 Is Organized

The District is led by a team of Rotarians who are dedicated to promoting the vision and mission of Rotary. The diversity of programs and support for clubs requires many volunteers. During your year as President the District Leaders are available to assist you.

**Activity 2.2** Review the Graphic Chart (Appendix A) that illustrates the organizational structure of District 7305. The Committees and programs are organized around themes noted in the grey highlighted boxes. The section on TRF Areas of Focus identifies these areas and notes those programs that the District or the District TRF supports.

Questions:

1. Identify one District Program you wish to better understand?
2. Identify which Committee or program your Club would benefit from with a presentation?

## 2.3 Getting to Know Your District Leaders

A dynamic organization such as Rotary District 7305 relies upon a team of dedicated Rotarians to serve in a variety of positions. In this section we review those Rotarians who are serving during this Rotary year.

**Activity 2.3** The following excerpt is from the District 7305 Website and lists the current leadership team. For more information about an individual place the cursor over the name, hold the control key down and left click.

## **District Governor**

District Governor 2020-2021: [Al DeLucia](#)

## **District Executives**

District Vice-Governor: [Cherie Sears](#)

District Governor Elect: [Vince Costa](#)

District Governor Nominee: [Marie Fallon](#)

Immediate Past District Governor: [Jim Hahn](#)

District Secretary: [Sandra Rebholz](#)

District Parliamentarian: [Stu Benson](#)

District Treasurer: [Dan Kravetz](#)

District Treasurer Advisor: [Dan Kravetz](#)

District Treasurer Advisor: [Robert Brooks](#)

District Governor's Newsletter Editor: [Ivar Berge](#)

District Communication Officer: [Dennis Piper](#)

District Communication Officer: [Dan Dougherty](#)

District Communication Officer: [Sandra Rebholz](#)

District Webmaster: [Noah Kairis](#)

## **District Officers and Directors**

Special Advisor to District Governor / PDG: [Dennis Crawford](#)

Special Advisor to District Governor / PDG: [Sue Kelly](#)

Special Advisor to District Governor / PDG: [Mark Kessler](#)

Special Advisor to District Governor / PDG: [Pam Moore](#)

Special Advisor to District Governor / PDG: [Bob Rupp](#)

Special Advisor to District Governor / PDG: [Walt Sickles](#)

Special Advisor to District Governor / PDG: [George Wood](#)

Alumni Engagement Chairman: [Tom Fallon](#)

Council on Legislation Representative: [Mary Berge](#)

District Conference Co-Chair: [Sue Kelly](#)

District Conference Co-Chair: [Pam Moore](#)

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District Conference Golf Outing: [Dan Kravetz](#)

District Third Grade Spelling Bee Co-Chair: [Jim Hahn](#)

District Third Grade Spelling Bee Co-Chair: [Vince Costa](#)

District Finance Committee Chair: [Dan Kravetz](#)

District Historian: [Sandra Rebholz](#)

District Insurance Chair: [Al DeLucia](#)

International Convention Promotion: [Rick Martin](#)

Nominating Committee Chair - DG 2023-2024: [S. Singh Ajmani](#)

District Sergeant-at-arms: [Dennis Piper](#)

AG Team Tri-Chairman: [Walt Sickles](#)

AG Team Tri-Chairman: [Aaron Tuscan](#)

AG Team Tri-Chairman: [Dan Dougherty](#)

District Awards: [Sue Kelly](#)

District Chorus Chair: [Walt Sickles](#)

District Chorus Choir Director: [Melissa Fuson](#)

"Fun"raising: [Ed Grimes](#)

District Governors Golf Outing Chairman: [Dan Kravetz](#)

Membership Co-Chair: [Linda Fischer Bruce](#)

Membership Co-Chair: [Cherie Sears](#)

Membership Leads: [Brian Schill](#)

Parade Tri-Chair - WPXI Holiday Parade: [Harold Hicks](#)

Parade Tri-Chair - WPXI Holiday Parade: [Sandra Rebholz](#)

Parade Tri-Chair - WPXI Holiday Parade: [Walt Sickles](#)

Social Media & Public Image Co-Chair: [Felicia Mycyk](#)

Social Media & Public Image Co-Chair: [Joe Piszczor](#)

Technology Co-Chair: [Dennis Piper](#)

Technology Co-Chair: [Dan Dougherty](#)

District Trainer: [Sue Kelly](#)

District Trainer: [Pam Moore](#)

District Trainer: [Walt Sickles](#)

RLI Rotary Leadership Institute Co-Chair: [Mark Barnhart](#)

RLI Rotary Leadership Institute Co-Chair: [Singh Ajmani](#)



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Speaker Programs Chairman: Richard Meyer  
World Affairs Institute: [Linda Fischer Bruce](#)  
Interact Chairman: [Mark Barnhart](#)  
Leadership & Ethics Institute Chair: [Rachel Mauer](#)  
Rotaract Chair: [Tom Fallon](#)  
RYLA - Rotary Youth Leadership Awards: [Rick Martin](#)  
RYLA - Rotary Youth Leadership Awards: [Owen Standley](#)  
Youth Exchange Co-Chair: [Ellen Cruse](#)  
Youth Exchange Co-Chair: [Wayne Skelley](#)  
Youth Exchange Committee: [Colleen Wood](#)  
Youth Protection Officer: [Mary Shields](#)  
Youth Protection Officer: [Robin Zoufalik](#)  
Youth Exchange/Short Term Chair: [Colleen Arnowitz](#)  
Youth Exchange/Inbound Co-Chair: [Tom Fallon](#)  
Youth Exchange/Inbound Co-Chair: [Jessica Hickman Fresch](#)  
Youth Exchange/Outbound Co-Chair: [Sharon Landau](#)  
Youth Exchange/Outbound Co-Chair: [Robert Polczynski](#)  
Youth Exchange Treasurer: [George Wood](#)  
District Committee Chairman - The Rotary Foundation: [Jeff Klink](#)  
Public Relations Chair - The Rotary Foundation: [Rick Martin](#)  
Treasurer - District Committee - The Rotary Foundation: [Adrienne Jellison](#)  
Annual Giving - The Rotary Foundation: [Rick Martin](#)  
District Grant Co-Coordinator - The Rotary Foundation: [Don Friedman](#)  
District Grant Co-Coordinator - The Rotary Foundation: [Sue Kelly](#)  
District Grant Co-Coordinator - The Rotary Foundation: [Pat Shaffer](#)  
Endowments - The Rotary Foundation: [Bob Rupp](#)  
The Rotary Foundation Event Co-Chair: [Dan Dougherty](#)  
The Rotary Foundation Event Co-Chair: [Autumn Dougherty](#)  
Stewardship - The Rotary Foundation: [Sue Kelly](#)  
Global Grants - The Rotary Foundation Co-Chair: [Rick Martin](#)  
Global Grants - The Rotary Foundation Co-Chair: [George Wood](#)  
Global Grant Scholarships - The Rotary Foundation Co-Chair: [Steve Arnowitz](#)

Global Grant Scholarships - The Rotary Foundation Co-Chair: [Colleen Arnowitz](#)

Paul Elder Chapter of Paul Harris Society - The Rotary Foundation: [Joe Weiss](#)

Polio Plus - The Rotary Foundation: [Pat Shaffer](#)

Questions:

1. How many district leaders have you met?
  
2. Who would you like to contact about a club program or a new initiative you are considering for your club?

## 2.4 Rotary Leadership Institute (RLI)

RLI provides Rotarians an opportunity to learn in more depth the goals and aspirations of Rotary.

**Activity 2.4** The following is a brief summary of RLI's goals and training program.

### What Is RLI?



- A leadership and development program to strengthen Rotary and Rotaract Clubs through education, collaboration and the exchange of ideas among its members and future leaders.
- A three-part curriculum facilitated by experienced, trained faculty members engaging participants through open discussion, problem solving and creative role play.
- Although not an official program of Rotary International, more than 360 Rotary Districts now offer it to their members.
- Internationally, RLI is divided into DIVISIONS. Rotary Districts 7280, 7305 and 7360 make-up the RLI Main Line Division.
- Each member District pays annual

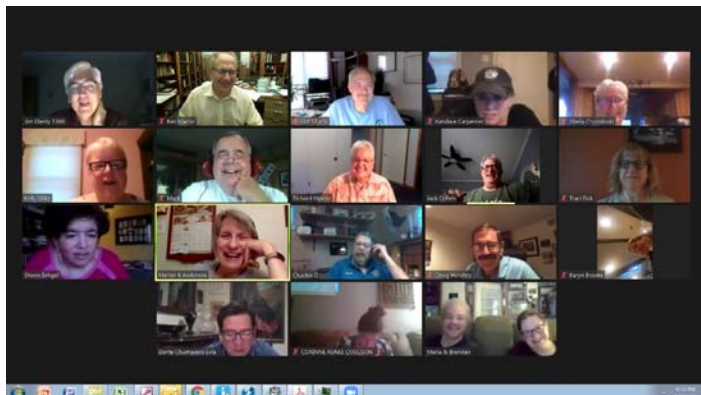
dues to their respective Division.

- Kelly Wike, PDG from District 7360 is the Main Line Division Chair and Mark Barnhart from District 7305 is the Division Registrar.
- The RLI Main Line Division maintains a website at [www.rlimainline.org](http://www.rlimainline.org).
- The Main Line Division is currently only offering on-line Course Days.



## Why Attend RLI?

- Rotary Knowledge
- Exchange Ideas
- Strategic Planning
- Improved Communication
- International Perspective
- Project Leads
- Leadership Development
- Public Relations Service
- Team Building
- It is FUN



Zoom Training Session

## How Does it Work ?

- **Three Parts**
  - 6-to-7-hour day for each Part or 3 two-hour virtual classes for each Part
  - Each Part supports several 50-minute classes.
- **Discussion and Participation**
  - Not a lecture
- **Trained, Skilled, and Knowledgeable Facilitators**
- **Cost Varies by Location**
  - Clubs or Districts often subsidize
  - Light breakfast included (face to face Course Days)
  - Lunch and beverage break included (face to face Course Days)
- **Send:**
  - Active Rotarians, Active Rotaractors, New Members and Future Club Leaders
- **How do I register?**
  - Go to the Division's website at [www.rlimainline.org](http://www.rlimainline.org)
  - Click on Online Registration
  - Fill in your name, email address and select your Course from the dropdown
  - Click "SEND"
  - The Division Registrar will receive your information and will contact you when there are the necessary number of registrants for each Class and will see if you are available on schedule dates



## RLI Course Content

**Rotary**

- Part I – Purpose and Structure of Rotary
- Part II – Rotary Opportunities
- Part III – Making a Difference/ Stronger Club

**Membership**

- Part I – Engaging Members  
Relations
- Part II – Vocational Service/Ethics
- Part III – Attracting Members

Level

**The Rotary Foundation (TRF)**

- Part I – TRF Goals and Programs
- Part II – Targeted Service
- Part III – International Service

Strategies

**Service Projects**

- Part I – Project Implementation
- Part II – Team Building

**Communications**

- Part II – Club Communication
- Part III – Public Image & Public

**Strategic Planning and Analysis**

- Part II – Insightful Planning at Club

**Leadership**

- Part I – Insights into Leadership
- Part III – Effective Leadership

## 2.5 President Elect Training Seminar

The President Elect Training Seminar (PETS) is designed to prepare President Elects (PEs) for their upcoming year as President. The seminar is designed to provide an overview of Rotary International, District organization & supported programs, and effective leadership for clubs. Since you are participating in this PETS program, there are no activities except to complete the training program represented by this training manual.

## 2.6 District Assembly

The District Assembly (DA) serves to train club officials concerning roles and responsibility, as well as, effective practices in club leadership.

**Activity 2.6a** Review the *Club Secretary Basics* training session in the Rotary Learning Center.

Questions:

1. To what extent is the Club Secretary meeting the expectations as noted in the *Club Secretary Basics*?
2. Is there some area(s) that the Secretary could improve upon?

## 2.7 Emerging Leaders

RI desires to encourage potential leaders by promoting a training program to enhance one's understanding of Rotary and increase their leadership capacity.

**Activity 2.7** Review the following except from the Emerging Leaders Training Program

**Mission:** Inspire and educate future Rotary Leaders

**Objective:** Deliver an interactive and engaging virtual training program that provides the knowledge, resources, and inspiration to enable local Rotarians to create lasting change across the globe, in our communities, and in themselves.

**Who:** Participants must have served a complete term as president of a Rotary Club and have some involvement at the district level either currently or in the past. Each district may nominate 3 individuals to participate, and one of the three may be the District Rotaract Representative. Admittance in the program is dependent on candidate's willingness to complete entire program.

**What:** An initiative to increase awareness, develop organizational leaders and create advocates for Rotary International programs and services

**When:** Normally a Fall weekend training program. During this Fall, the program adopted a tele-video format due to the current social distancing measures in place.

**Why:** An opportunity to grow in Rotary knowledge and explore possibilities of future leadership roles or program advocacy. Participants will learn, collaborate, and serve alongside some of RI's most valuable past, current and future leaders who will serve as mentors.

**How:** This year an intensive 4-week collaboration via videoconference meetings and homework covering topics including, but not limited to:

- Rotary's Organizational Structure and Strategic Plan
- The Rotary Foundation
- Public Image/Telling our story
- Membership/Engaging Members
- How to be an Effective Leader and/or District Governor

Participants will learn through a variety of hands-on activities – including interactive games, storytelling, case studies, discussion questions, and organic conversation – focusing on the following areas to build a leadership foundation in Rotary: communication skills, program knowledge, planning and governance.

These skills will also be easily transferable to other aspects of your personal and professional life. Attendees will leave with:

- An understanding of how Rotary works
- Enhanced leadership skills and techniques
- Implementable ideas to share
- Support network and resources
- Energy and empowerment to inspire others

If you meet any of the criteria below, or know someone who does, we want you to join us!

- Individuals identified as potential future leaders in Rotary
- Preferably someone who is wanting to be a dynamic leader, whether it be as club president, a district committee chair, or even a future district governor
- Someone who is ready to be an active participant in breakout sessions - the Future Leaders track will be hands-on and engaging with group interaction
- Must complete a pre-zone questionnaire upon selection to assist with identifying discussion topics and key takeaways
- Candidate can be any age, as long as they are forward thinking

Questions:

1. How would this program help support District 7305?
  
2. Would you be interested in this program or do you know someone who would be interested in this program? If so, write the person's name here and share this with the AG.

## 2.8 Role of the District Secretary

The District Secretary is central to the administrative support of the District.

**Activity 2.8** Review the following summary of the District Secretary's Role

The District Secretary handles correspondence, email and telephone communication for the District Governor, schedules official visits, and offers input to the District Governor as necessary.

The office is the central contact for Rotary in our area; so, mail, emails and telephone calls come into the District Office not only for the District Governor, but for clubs and members in our District as well, for forwarding to the person or club for whom intended.

The District Secretariat manages the administration of the District; the title, as well as the office is called the District Secretariat. The Secretariat ensures that the District is organized and in accordance with Rotary International.

Duties include handling incoming telephone calls and email messages from both internal and external sources, providing information or direction, ensuring that invoices, or other

important information is forwarded to the correct person for payment or action. There is a myriad of other tasks that fall into the office of the Secretariat.

One of the most important functions is to assure all clubs' membership records are correct and up-to-date. District 7305 uses the DACdb database, which is integrated with the Rotary International database, so that information entered in DACdb automatically updates the RI database and both sites are in sync. The importance of this is so that our members can receive timely information, and semi-annual dues invoices are correct. Correct information also ensures that member's RI accounts remain accurate.

Another important function is to assure that all clubs enter their current and incoming officers in DACdb to identify the club leaders.

Many other problems and issues that come to the Secretariat are handled; so this office is the place to go when you need help, information or direction.

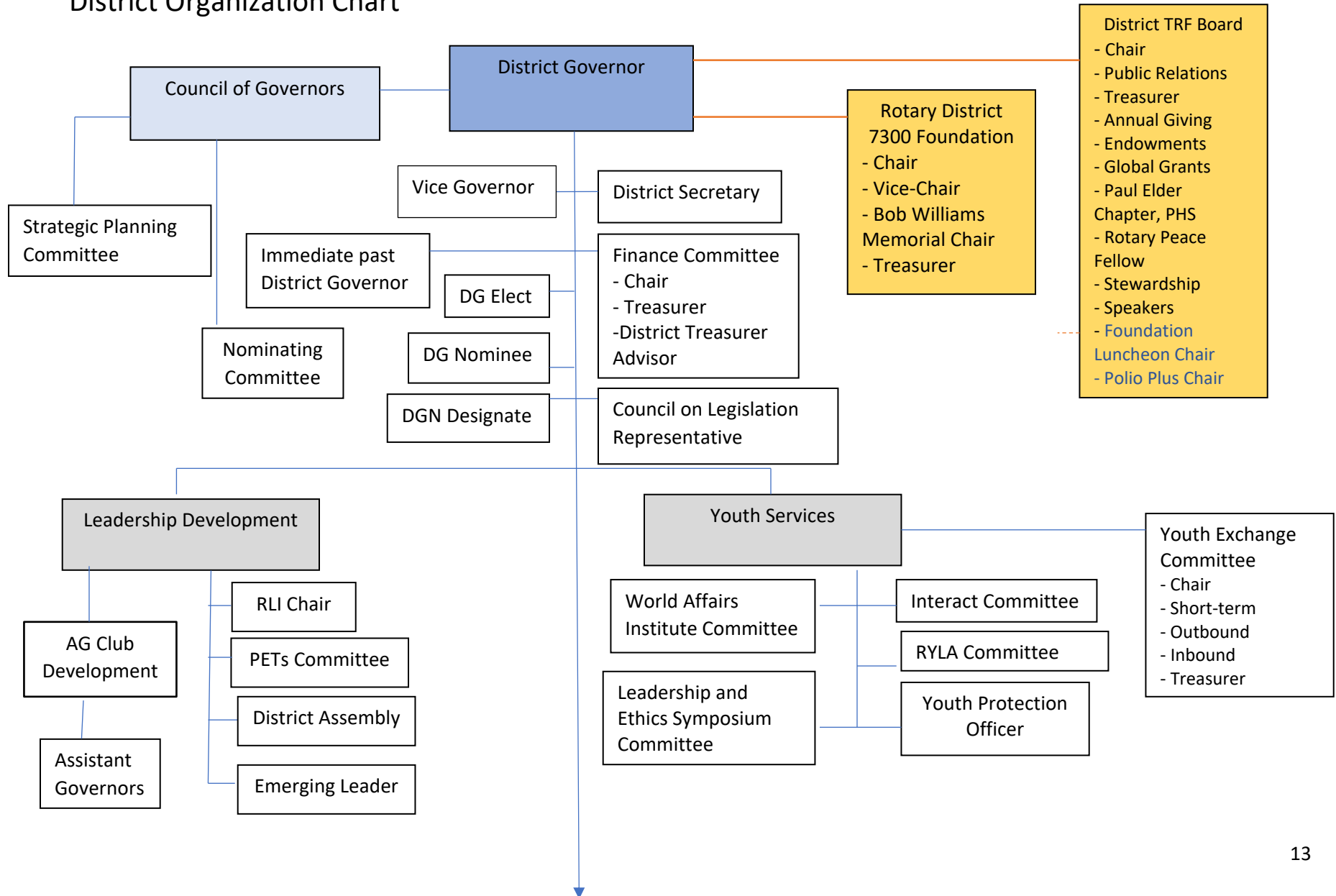
Questions:

1. What type of information might the District Secretary request from the President?
2. As President how can the District Secretary support you and the club?



APPENDIX A: DISTRICT GRAPHIC ORGANIZATION CHART

**District Organization Chart**





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