

1 **PACIFIC NW PETS MANUAL OF PROCEDURE**

2 **I. INTRODUCTION**

3 The **PRESIDENTS-ELECT TRAINING SEMINAR**, commonly referred to as **PETS**,  
4 is as meaningful to Presidents-Elect as the International Assembly is to the District  
5 Governor-Elect (DGE). Rotary International, though not involved in PETS  
6 administration, format, or control, does, through RI Code of Policies (RCP) 23.020.7. and  
7 23.020.8., authorize and promulgate guidelines for the administration of multi-district  
8 PETS.(Established by November 2004 Mtg., Bd. Dec. 58 and June 1998 Mtg., Bd. Dec.  
9 348).

10 PETS is not intended to be a substitute for District Assemblies, which are developed  
11 in a format and with a curriculum that is quite different. It is very important that the  
12 Presidents-Elect understand they are to be prepared and ready to lead their teams of club  
13 officers to the District Assembly. All club presidents-elect in the district are expected to  
14 attend the PETS as required by Article IX, Section 5 of the Standard Rotary Club  
15 Constitution.

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

18 **II. PURPOSE**

19 PETS is intended to be an intensive, working seminar. It is designed to enhance the  
20 leadership abilities of those who have been selected to lead their Rotary clubs in the  
21 coming year and to insure they have a thorough grasp of the basic fundamentals of a  
22 successful Rotary club. PETS provides the Presidents-Elect with the invaluable  
23 experience of fellowship with Presidents-Elect from their own and other districts, as well  
24 as the unique opportunity of being with and learning about Rotary from RI experienced  
25 Rotarians.

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

30 **III. MULTI-DISTRICT SPONSORSHIP**

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

36 R.I. COP states in section 23:020.7 Multidistrict PETS Guidelines “Any participating  
37 district that seeks to terminate its participation in a multidistrict PETS must secure the  
38 approval of two-thirds of the clubs in the district to withdraw. The governor–elect shall  
39 notify the general secretary and the governors-elect of the other districts concerned of its  
40 decision within 60 days prior to the date of termination.”

41 The COP allows for a sixty (60) day notification for withdrawal from multidistrict  
42 PETS. When a district withdraws from PNW PETS it will have an impact on the contract  
43 with the host facility. PNW PETS maintains a multiyear contract with the host facility to  
44 secure the best possible pricing structure; therefore, it is the recommendation of PNW  
45 PETS that districts provide the operating committee with a minimum of one (1) year  
46 notification for withdrawal from PNW PETS. This recommended time frame allows the  
47 committee an opportunity to renegotiate the contract with the host facility.

1 As of July 1, 2007, the number of participating districts was nine: namely, Districts  
2 5010, 5020, 5030, 5040, 5050, 5060, 5080, 5100, and 5110.

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

- 5 • the largest possible attendance of Presidents-Elect,
- 6 • a more favorable seminar budget,
- 7 • the ability to attract the best speakers,
- 8 • the seminar curriculum leaders with the opportunity to reach more Presidents-  
9 Elect at one meeting,
- 10 • a meeting size that creates maximum enthusiasm,
- 11 • the ability to obtain favorable consideration from the hotel involved, and
- 12 • a broader base for Rotary fellowship and the exchange of ideas.

#### 13 IV. TIMING OF SEMINARS

14 Northwest PETS should be held early in the year, soon after the International  
15 Assembly at which DGES receive their training, thus allowing them time to include  
16 Rotary International intentions for their year in the PETS training. Northwest PETS  
17 should never be scheduled at the same time as an International Assembly, and only prior  
18 to the International Assembly when no other alternative times are available. It should  
19 also be at a time, which avoids competition from district conferences, district assemblies,  
20 or other district or zone meetings.

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

#### 24 V. LENGTH OF SEMINAR

25 It is important that adequate time be spent in training the Presidents-Elect. RI

26 Code of Policies 23.020.6. requires that PETS consist of a minimum of a one and a  
27 half day seminar. In keeping with this requirement and the further opportunity for  
28 training offered by the expanded resources available to the multi-district effort of  
29 Northwest PETS, a seminar lasting two or three days appears to be the most effective.  
30 This allows adequate time for travel, a strong agenda, relaxed overnight fellowship, all at  
31 a minimum expense. Currently the Northwest PETS format provides for training to  
32 begin on Friday afternoon and lasting through Sunday lunch hour.

#### 33 VI. SITE

34 It is most important that the site be centrally located. The facility should be attractive  
35 and add to the importance of the event in the minds of those being trained. A resort hotel  
36 may be too much of a distraction for a true study atmosphere.

37 Since Northwest PETS includes Alaska, Eastern Russia, Yukon Territory, British  
38 Columbia, Washington, Oregon, Western Idaho, and Northern California, a  
39 transportation hub (particularly air) is essential. The ideal hotel would be one located  
40 near a major airport.

41 Arrangements will be made for Presidents-Elect from different districts who will lead  
42 clubs of similar club size to share rooms, whenever possible and acceptable. This  
43 maximizes the opportunity for Rotary fellowship and the exchange of ideas. When  
44 making room assignments, smoking and gender will be taken into account.

45 Spouses/partners are discouraged from accompanying Presidents-Elect. Presidents-  
46 Elect who insist on occupying a room alone will be charged an extra fee.

47 When choosing the site for Northwest PETS, consideration should be given to, inter  
48 alia, (a) the need for an adequate number of meeting rooms in which to hold individual

1 workshop sessions; (b) banquet facilities large enough to hold all the attendees at the  
2 same time; (c) an adequate number of rooms to accommodate all participants on site; and  
3 (d) provision of a room to temporarily store luggage prior to the opening session for late  
4 arrivals, as well as Sunday morning for those who must leave promptly.

5 Space at the seminar site is at a premium and the schedule for participants to attend  
6 the plenary and breakout sessions is, of necessity, tightly controlled. There is neither  
7 space at the site nor time in the schedule for programs and presentations outside the  
8 established curriculum of the seminar nor is there time for participants to become  
9 involved in activities that may distract from the central purpose of the seminar.

10 Accordingly, requests by vendors, persons (including Rotarians) and organizations  
11 for time in the program or space at the site to present ideas, products or program  
12 proposals will be approved by the OPCOM only after considering the following criteria:

- 13 (1) This seminar is the first opportunity for the attendees, in their role of President-  
14 Elect, to attend a Rotary activity large enough to make it economically feasible  
15 for authorized vendors to be present with Rotary licensed merchandise. Presence  
16 of these vendors gives the Presidents-Elect the opportunity to personally evaluate  
17 Rotary jewelry and other accoutrements and amenities that may be useful to  
18 them in club service recognition programs or for personal use.
- 19 (2) Presence of the vendor will not distract the attention of the Presidents-Elect from  
20 the principal purpose of the seminar and the need to attend all scheduled sessions.
- 21 (3) Presence of the vendors will not overly crowd the available space in the venue nor  
22 unduly restrict free circulation of the attendees during free time.

23 The Facilities Chair will negotiate with the site representative to provide booth space  
24 for the Operating Committee approved Rotary licensed merchandise vendors to provide  
25 the services set forth above. Expense, if any, for this booth space will be borne by the  
26 respective vendors. With approval of the General Chair, the Facilities Chair will  
27 formally invite these vendors to be present.

## 28 VII. PETS ADMINISTRATION

29 Northwest PETS is Governed by a Board of Directors and Administered by an  
30 Operating Committee.

### 31 Board of Directors

32 The District Governors-Elect (DGES) from the participating Districts for the Rotary  
33 year for which the Presidents-Elect are being trained comprise the Board of Directors of  
34 Northwest PETS. In keeping with the RI Board Decision of June 1998 and Rotary Code  
35 of Policies(RCP) Article 23.020.8, the DGES are the final authority for general Northwest  
36 PETS policy.

37 The functions of the DGES should be consistent with the responsibility placed upon  
38 them by the current Multidistrict PETS Guidelines set forth in RI Code of Policies  
39 23.020.7 which states, inter alia, that the DGES shall:

- 40 a. Be allocated a minimum of three hours in meetings between the DGES and  
41 their Presidents-Elect, with Assistant Governors, if applicable;
- 42 b. Develop and approve the final Northwest PETS program;

- 1 c. Propose the Session Instructors, ensuring the most-highly qualified leaders  
2 from among the districts; work with their district trainers in developing  
3 training materials e. select the plenary speakers.

4 At Northwest PETS only the Board of Directors will vote on matters of policy  
5 impacting on the implementation of these DGE responsibilities. All members present will  
6 vote on other matters before the plenary sessions of the Board of Directors and Operating  
7 Committee. In summary, votes on the following issues will be by the Board of Directors  
8 only:

- 9 a. Adoption of the NW PETS MOP and any changes thereto.  
10 (ARTICLE XX, NW PETS MOP).  
11 b. Confirmation of Program  
12 (RI COP 23.030.7 and ARTICLE VII 2.b. NW PETS MOP)  
13 c. Approval of Plenary Speakers  
14 (RI COP 23.030.7 and ARTICLE VII 2.b. NW PETS MOP)  
15 d. Confirmation of Supernumerary assigned by the Chair, assignment of District  
16 appointed PDGS to specific OPCOM positions and Confirmation of non-  
17 PDG being assigned to the OPCOM ARTICLE XV NW PETS MOP)  
18 In the event a DGE is unable to be present, he/she may delegate their voting  
19 responsibility to a DG or DGN from their District who is present at the  
20 Operating Committee meeting.  
21 (ARTICLE X NW PETS MOP)  
22 e. Approval of Recommended Session Instructors

23  
24 **Operating Committee**

25 The actual day-to-day supervision of the Northwest PETS is the responsibility of the  
26 Operating Committee (hereinafter referred to as OPCOM). This responsibility tasks the  
27 OPCOM to complete the staff work necessary to provide advice and recommendations to  
28 the Board of Directors as they deliberate and vote on the policy issues set forth above as  
29 well as managing the administration of the NWPETS.

30 The OPCOM shall consist of at least 9 Past District Governors (PDGS), one from each  
31 of the participating districts, plus the Chair, Past Chair, and Chair Elect.  
32 Supernumeraries may be appointed as required for the efficient and effective work of the  
33 committee. The non-voting supernumeraries shall consist of the Auditor, as required by  
34 RCP Article 23.020.7B, and others as appointed. The Chair is appointed separately by  
35 the one of the participating districts over and beyond the one District Representative.  
36 (See Article VIII below.) (Job descriptions outlining the basic tasks of the above positions  
37 are included in Section XVIII.)

38 The role of the current District Governors will not be as demanding as when they  
39 were DGES; however, following the initial promotion of Northwest PETS and assistance  
40 with registration, they should be prepared to assist if and when requested by the  
41 OPCOM. In particular, they will be requested to serve as Assistant Sergeants-at-Arms  
42 and Aides at Northwest PETS.

43 The Northwest PETS Administrative year is 1 July through 30 June to coincide with  
44 the term of the DGE Board of Directors and the terms of the appointed OPCOM  
45 members coincide with that year. The Fiscal Year will be in accordance with Article

1 **XVII. However, the Chair of the OPCOM transitions at the final plenary session of PETS**  
2 **and that Chair term extends through the completion of the next PETS.**

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

7 **1. Summer meeting: The purpose of this meeting will be:**

- 8 **a. To conduct business as an Annual General Meeting;**
- 9 **b. To review the evaluations of the previous PETS;**
- 10 **c. To receive the financial report and comment of the auditor for the previous**  
11 **PETS;**
- 12 **d. To confirm assignments; and**
- 13 **e. To draft plans for the next PETS.**

14 **2. Fall Meeting: The purpose of the meeting will be:**

- 15 **a. To develop a reasonably detailed outline of the seminar program for the**  
16 **upcoming PETS;**
- 17 **b. To confirm the seminar program by the Board of Directors;**
- 18 **c. To introduce new appointees to the OPCOM so they can commence**  
19 **“shadowing” responsibilities; and**
- 20 **d. To conduct such other business that may come before the Board and**  
21 **OPCOM**

22 **3. PETS Meeting: There will be two meetings at the time of PETS:**

23 **Part A: The purpose of this meeting will be to review the final preparations**  
24 **for PETS.**

25 **Part B: This meeting will be held on the last day of PETS and the purpose will**  
26 **be for an initial critique of the about to be concluded PETS.**

27 **DGES are expected to attend all meetings at no cost to Northwest PETS. The final**  
28 **program and plenary speakers must be approved by the DGE Board of Directors at the**  
29 **fall Meeting**

30 **DGNs may attend any meeting as observers without voting rights and at no cost to**  
31 **Northwest PETS.**

## 32 **VIII. APPOINTMENT OF CHAIR**

33 **Since Northwest PETS is a multi-district function, all participating districts are given**  
34 **the opportunity to appoint the Chair. The Northwest PETS Chair shall serve as Chair**  
35 **for a one-year term only and will not be reappointed. Northwest PETS has generally**  
36 **followed the established rotation as shown in Appendix B-1. The Immediate Past Chair**  
37 **will keep the respective District Governors advised about the need and timing for their**  
38 **nomination of a PDG for Chair of the OPCOM. A district may, if it wishes, pass when its**  
39 **turn arrives to provide a Chair. (There may be no one available and/or qualified to**  
40 **accept, the district may be new, etc.) The person selected shall be a PDG; the assumption**  
41 **is that each district should always have a PDG qualified to be Chair.**

42 **The job is not an honorary one. Accordingly, while previous NWPETS OPCOM**  
43 **service is not a requirement; it is recommended that the person selected by the district to**  
44 **serve as Chair be selected prior to the commencement of the expected term so they can**

1 gain NWPETS OPCOM experience by serving one year as the Vice Chair immediately  
2 prior to becoming Chair.

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

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

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

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

#### 24 IX. MEMBERSHIP OF PETS WORKING COMMITTEES

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

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

33 OPCOM members will represent their districts and fill active positions on the  
34 Northwest PETS OPCOM. Each district is expected to have at least one voting member  
35 appointed to the OPCOM by the respective District Governor. In general, the appointed  
36 district representative will serve a three-year term, immediately preceded by  
37 "shadowing" the position they will serve in as the primary for their three year  
38 appointment. The shadowing will normally commence at the fall meeting. (The  
39 "shadowing" requirement for training the year proceeding your three year term on the  
40 committee. This results in a commitment totaling four years by the appointed district  
41 representative.)

42 The Immediate Past Chair will keep the respective District Governors advised about  
43 the need and timing for their appointment of a district representative to the OPCOM.  
44 The notification, by the Immediate Past Chair, to the DG, shall take place within three  
45 months following the Spring PETS meeting. Each district shall decide on the process by  
46 which they nominate a PDG to membership on the OPCOM.

1           Districts do not assign appointees to specific OPCOM positions. It shall be the  
2 responsibility of the immediate Past Chair, in concert with the Chair, and with assistance  
3 from the OPCOM members, to recommend district appointed PDGS for assignment to  
4 specific OPCOM positions. These appointments are to be confirmed by the Board of  
5 Directors at the Annual Meeting.

6           The term of voting OPCOM members in their assigned position is three years. Voting  
7 members can be reappointed by their DG to a second three-year OPCOM term but must  
8 serve in another OPCOM position during that additional three-year term. They cannot  
9 serve more than two three-year terms.

10          All required supernumeraries shall be appointed at the pleasure of the Chair subject  
11 to review and confirmation by the OPCOM. Supernumeraries may be re-appointed by  
12 the Chair subject to re-confirmation by the Board of Directors and the OPCOM for a  
13 further one year appointment, except see Article XVIII concerning appointment of the  
14 Archives Chair.

## 15 16 **X. SESSION INSTRUCTORS**

17 A pool of highly experienced instructors, representing the most qualified from among the  
18 nine PETS districts, will be selected on a competitive basis to present the PETS shared  
19 educational sessions. Session Instructors will be nominated by the DGE's to the Training  
20 Coordinator, confirmed by the OPCOM and approved by the Board of Directors. The  
21 DGE's shall consult the District Governors and DGNs about possible nominees as Session  
22 Instructors Training for the Session Instructors is the responsibility of the Training  
23 Coordinator.

24  
25 To provide the most effective training and individualized attention, most educational sessions  
26 will utilize a primary instructor and a support instructor, and larger group sessions may  
27 include multiple primary and support instructors. Alternate instructors will be appointed  
28 and fill unanticipated vacancies.

29  
30 Session Instructors may serve up to three – one-year terms if they meet the eligibility  
31 requirements are re-nominated by their districts and selected to serve. On a rare occasion, it  
32 may be necessary to appoint a Session Instructor for an additional term to fill an  
33 unanticipated vacancy. A past leader may also serve as an alternate.

34  
35 The Training Coordinator will establish and assess criteria, written goals, and objectives for  
36 the Session Instructors. The Coordinator will maintain close contact with Session Instructors  
37 while providing clear direction on what they need to do to prepare for their sessions, and will  
38 conduct advance training as summarized in the Advanced Training section below.

### 39 40 **A. Instructor Overview**

#### 41 **1. Primary Instructors**

42 Primary instructors will have the overall responsibility for leading session instruction  
43 utilizing a standardized curriculum. These instructors are highly-qualified individuals,  
44 experienced in interactive instruction with solid knowledge of current Rotary information.  
45 They will attend all components of preparation for instructors, working with the Training  
46 Coordinator and other instructors to present effective educational sessions that meet the

1 needs and hold the interest of PES. They are responsible for the quality content delivery and  
2 effectiveness of their individual sessions and meeting the standards established by the  
3 Training Coordinator and OPCOM.

## 4 5 **2. Support Instructors**

6 Support instructors coordinate closely with the primary instructors to ensure smooth  
7 planning and session coordination, provide topic and information support to the primary  
8 instructors and PES during the session, and work with small groups of PEs in the  
9 educational sessions.

10  
11 Support instructors are qualified Rotary leaders who have knowledge of the session topic,  
12 have good group facilitation skills and are experienced working with groups, but may need  
13 additional experience/knowledge before serving as a primary session leader. Support leaders  
14 may also be subject matter experts on the session topic. Support leaders are usually those  
15 who will already be in attendance at PETS serving in another role. They should participate  
16 in advance preparation steps; however, it is not required they attend off-site training.

## 17 18 **3. Alternate Instructors**

19 Alternate instructors will be chosen from the pool of candidates nominated by the districts  
20 and will serve as a primary or support instructor if a vacancy occurs. They are highly  
21 encouraged to participate in advance preparation steps; it is not required that they attend in-  
22 person training or PETS unless appointed to fill an open position.

## 23 24 **B. Instructor Nomination**

25 The role of the Session Instructor is exceptionally important. Without highly -qualified  
26 effective instructors, capable of communicating effectively and motivating those in  
27 attendance, shared educational sessions could lose their purpose. Time and care must be  
28 taken in choosing the right persons to be Session Instructors

29  
30 Each PETS district will nominate the minimum number of potential primary educational  
31 session instructors and support instructors as determined by Training Coordinator based on  
32 the specific curriculum elements for that year's PETS. A district is encouraged to nominate  
33 more than the minimum number of instructors based on availability of Rotarians who meet  
34 the qualifications. Consideration of budget and expense will be considered in establishing the  
35 number required.

## 36 37 **C. Selection and Appointment**

38 A structured and competitive selection process for PETS instructors will be utilized, as  
39 developed/overseen by the Training Coordinator. The process will choose the best-qualified,  
40 most highly effective instructors available from the nine districts on a pooled basis. A  
41 committee with district representation will review the candidates' information and make  
42 recommendations for the final instructor pool.

43  
44 Rotarians nominated will provide information in a standardized format for consideration by  
45 the committee. This will include a summary of experience and training references; a  
46 videotape or DVD may also be requested. Instructors will be selected after a  
47 review/interview process, and the resulting slate of instructors will be submitted by the

1 **Training Coordinator for approval. Subsequent to approval, the Training Coordinator will**  
2 **provide a letter of appointment to the instructors and confirm their ability to serve.**

3  
4 **D. Instructor Re-Appointment**

5 **Instructors may serve up to three one-year terms, based on the prior year's evaluation and**  
6 **re-nomination of the district. Effectiveness of instructors in meeting the position**  
7 **requirements will be measured through observation, working process and evaluation forms**  
8 **from the educational session participants. The results will be assessed by the Training**  
9 **Coordinator to assist in determining which instructors are eligible for re-nomination based**  
10 **on meeting the evaluation baseline and other factors related to performance of their**  
11 **responsibilities. The evaluation will determine if a session instructor will be recommended to**  
12 **serve during the subsequent year. Additional criteria may be established based on changes**  
13 **in PETS educational sessions and specific training requirements over time.**

14  
15 **The minimum evaluation baseline for re-nomination is 4.25 on a five-point scale with 5 as the**  
16 **highest rating. Session Instructors who do not meet the minimum will not be considered for**  
17 **re-nomination while those with a rating between 4.26 and 4.40 will be carefully assessed**  
18 **prior to re-appointment.**

19  
20 **E. Instructor Qualifications and Experience**

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

26  
27 **Key skills and background includes:**

- 28 **▪ Recognized as dynamic group speaker/educator/facilitator; demonstrated skills in**  
29 **leading group processes with exceptional ability to speak in front of a group**
- 30 **▪ Solid and current knowledge of Rotary and its programs**
- 31 **▪ Ability to teach specific session content per a standardized leader's guide, while**  
32 **utilizing his/her own style**
- 33 **▪ High level of energy to present an intensive schedule of sessions**
- 34 **▪ Excellent interpersonal skills**
- 35 **▪ Effective in teaching highly-interactive sessions using a variety of instructional**  
36 **methodologies**
- 37 **▪ Ability to participate in preparation activities during the six months prior to PETS,**  
38 **averaging 7 to 10 hours monthly in preparation; may require attendance at an in-**  
39 **person training session for up to two days during the 90 days prior to PETS**
- 40 **▪ Willingness to instruct district or other training sessions throughout the year as**  
41 **assigned by the district leadership team or to lead training in other venues to support**  
42 **preparation for PETS educational sessions**
- 43 **▪ Ability to devote minimum of one full day onsite in advance of PETS and significant**  
44 **time to training preparation during PETS; may not be able to attend some other**  
45 **PETS sessions**
- 46 **▪ Additional consideration will be given to those with a profession or background**  
47 **providing supplementary experience in the responsibilities of this position as these**

1           Rotarians have proven to be some of the most effective and highly-rated leaders at  
2           PETS

- 3           ▪ Support instructors may possess many of these qualifications; however, have less  
4           experience in instruction and/or a less extensive Rotary background; they may also be  
5           content experts with less experience in leading group process  
6

#### 7   **F. Advance Training and Preparation**

8   The preparation provided in advance of PETS is designed to enhance ability to lead the  
9   educational sessions, but is not intended to provide all necessary training for instructors to  
10   fulfill their responsibilities if they do not already have substantial experience in this area.  
11

12   The Training Coordinator will plan and oversee preparation for session instructors. This  
13   will be conducted primarily by conference call, emails, and individual preparations in the six  
14   months prior to PETS, averaging 7 to 10 hours/month. In addition:

- 15           ▪ For primary instructors, additional attendance at an in-person session in the 90 days  
16           prior to PETS, as budget permits
- 17           ▪ Participation in onsite preparation in Seattle on Wednesday and/or Thursday prior to  
18           PETS for primary instructors, and for support instructors on Thursday
- 19           ▪ Serving as a leader for Rotary training at the district level or in other venues in  
20           during the six months prior to PETS as additional preparation

#### 21   **XI. PLENARY SPEAKERS**

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

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

27           One of the purposes of Northwest PETS is to enhance the leadership abilities of the  
28           Presidents-Elect and a speaker who will contribute to that end is the speaker who should  
29           be engaged. The important consideration in choosing speakers is that they have the  
30           ability to communicate effectively and enthusiastically. In particular, the speakers  
31           opening and closing Northwest PETS should be highly motivational. Speakers will have  
32           their travel, lodging, and meals paid for by Northwest PETS.

#### 33   **XII. PROMOTION OF SEMINAR**

34           Early promotion is one of the most important ingredients of successful Northwest  
35           PETS. Promotion should occur throughout the year, particularly after the new District  
36           Governors take office. Each District Governors should include the Northwest PETS  
37           dates in the district directory, promote Northwest PETS during club visitations and in  
38           newsletters and strongly emphasize the availability of complete NWPETS information on  
39           the Internet at <http://www.pnwrotarypets.org/> where on line registration can be  
40           completed. District Governors are expected to make arrangements for Presidents-elect  
41           who are unable to register electronically.

#### 42   **XIII. SEMINAR FORMAT**

43           A weekend seminar of two or three days is most effective, during which Presidents-  
44           Elect can rightfully expect a stimulating and worthwhile seminar in the allotted time.

45           The typical format will provide for Northwest PETS OPCOM optional topic-focused  
46           educational sessions for Presidents Elect and other related meetings to begin on the

1 Thursday before Northwest PETS. Registration will be conducted Friday afternoon with  
2 an opening session and district meetings for Presidents-Elect with their DGES, DGS,  
3 DGNs and Assistant Governors (AGs) and a shared educational session. This will be  
4 followed by dinner and the first plenary session.

5 Saturday consists of breakfast, plenary session, district sessions, luncheon, and an  
6 educational session followed by dinner program and speaker.

7 On Sunday, following breakfast, plenary or educational session, , and district session,  
8 Northwest PETS concludes with an inspirational speaker Certain modifications may  
9 occur from year to year as deemed advisable by the OPCOM. The format calls for  
10 district sessions, which are reserved for the DGES to meet with their Presidents-Elect,  
11 DGs, DGNs and AGs. The remaining educational components are large and/or small  
12 group sessions shared by all districts in which PE's are grouped by club size whenever  
13 possible.

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

18 A very important session for the next year's Northwest PETS Chair is the critique  
19 immediately proceeding the concluding session. This is attended by the current  
20 Northwest PETS Chair (who presides), the incoming Chair, DGS, DGES DGNS, Session  
21 Instructors, and OPCOM members. Next year's dates are confirmed.

#### 22 XIV. REGISTRATION, CHECK-IN

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

25 Easy parking, friendly greetings by a Northwest PETS committee guide in the lobby,  
26 immediate Northwest PETS registration arranged by district, a check-off from the  
27 committee pre-registration list, a friendly handshake by the DG, DGE, and DGN, and a  
28 warm, expectant check-in by the hotel will go a long way toward starting the President-  
29 Elect off in the right frame of mind.

30 As registrations are received, the Registrar will compile the list of registrants by  
31 name, address, club, district, payment, who they may share a room with, etc. This master  
32 list will be furnished to the hotel just prior to the Northwest PETS, in time for the hotel to  
33 make room assignments and return it to the registration Chair.

34 Presidents-Elect will receive name tags (large enough to be read) identifying their  
35 districts and with a large letter on the badge which will indicate which workshop session  
36 is to be attended

#### 37 XV. SEMINAR CURRICULUM

38 The Northwest PETS is comprised of a variety of components. In experimenting with  
39 different approaches to curriculum coverage, it is easy to swing from the all inspirational,  
40 motivational, general leadership program to one of just the "nuts and bolts" of operating  
41 a Rotary club. We should keep striving for just the right balance of "nuts and bolts"  
42 fundamentals coupled with inspired leadership motivation to accomplish the objectives of  
43 Rotary and make their year the best it can be.

#### 44 PETS Educational Components and Definitions

45 PNWPETS is composed of four primary educational components:  
46

- 1     ▪ **Plenary Sessions**
- 2     ▪ **District Sessions**
- 3     ▪ **Shared Educational Sessions**
- 4     ▪ **Small Group Sessions**

5  
6     **Plenary Sessions:** represent the motivational component of PNWPETS presented for  
7 participation by all PETS attendees simultaneously. Plenary sessions most often feature an  
8 inspirational or noteworthy speaker and frequently scheduled in conjunction with a meal.  
9 Plenary sessions are implemented by OPCOM after speaker approval by the Board of Directors

10  
11     **District Sessions:** are the components of PNWPETS organized by districts for participation by  
12 their own PES and overseen/managed by the DGE from that district.

13  
14     **Shared Educational Sessions:** the curriculum component designed for participation by attendees  
15 from all districts. These may be small or large-group format, content-based sessions, with the  
16 specific mix of topics and session sizes based on needs of PES and districts. The shared  
17 educational sessions are implemented by OPCOM following approval of the PETS program by  
18 the Board of Directors.

19  
20     **Small Group Sessions:** will be sessions of about 20 in which the session instructors will be  
21 teaching using a facilitated style. Additionally they will also discuss case studies that will provide  
22 the PE's solutions to real problems

23  
24     When planning the three educational components, information provided by Presidents Elect from  
25 the most recent PETS evaluations will be utilized as a key factor in determining the curriculum  
26 methodology and training topics, in conjunction with district needs and RI requests.

27  
28     The three components will be planned and coordinated to satisfy the requirements and training  
29 topics for PETS as outlined by the RI Board of Directors.

### 30 31     **Curriculum Development**

32     Development and subsequent updates of the standardized written curriculum and corresponding  
33 training guide for the Educational Sessions will be completed by one or more committees of topic  
34 specialists working together, under the direction of the Training Coordinator, to most effectively  
35 address the current training needs of the PES, districts and RI.

36  
37     Care should be taken that club or district “pet projects” or solicitation  
38 announcements do not clutter the Northwest PETS program. If necessary, worthwhile  
39 projects can be displayed or shown during receptions and free times provided that they  
40 have prior approval of the OPCOM.

41     The committee may wish to make available certain Rotary International publications  
42 or materials, free or for sale, and may make arrangement to do this in a suitable location.

## 43     **XVI. SEMINAR TRAINING MATERIALS**

44     At the time of registration each President-Elect should be given copies of all necessary  
45 material in electronic format. An appropriate logo and description should be imprinted  
46 on the device. The material loaded on the device shall be that which is recommended by  
47 the DGES in consultation with the OPCOM

1 **XVII. PNW PETS FISCAL YEAR**

2 **The fiscal year for the operation of Pacific Northwest PETS shall be May1 through April**  
3 **30.**

4  
5 **XVIII.SEMINAR COSTS AND FINANCES**

6 **When budgeting for Northwest PETS, it should be kept in mind that this is a quality**  
7 **seminar and everything from the first piece of promotional material to the final meal**  
8 **should be of high quality. It should not and need not be lavish.**

9 **The budgeted income should be sufficient to cover all costs of promotion, speaker**  
10 **expenses, and OPCOM expenses, workbooks for the participants, meals, lodging, and**  
11 **entertainment.**

12 **Arrangements for collection of registration fees and other income and authorization**  
13 **of expenditures are the responsibility of the Northwest PETS OPCOM. The committee**  
14 **should charge each club one registration fee to cover the pro-rata (exclusive of**  
15 **transportation)cost of attendance of one President-Elect and advise each DGE of the**  
16 **planned registration fee for the future year sufficiently early to allow each club to provide**  
17 **for this expense in their budget. (It is expected that the President-Elect’s Rotary Club will**  
18 **pay registration fee -- the Presidents-Elect should not pay for it.)**

19 **The Northwest PETS registration fee and transportation cost for attendance by the**  
20 **DG, DGE, DGN, and AGs is the responsibility of the individual district. As well, any**  
21 **other expenses not covered by the regular club registration fee are the responsibility of**  
22 **the district.**

23 **Accountability for all fees paid and records of paid registrations is the shared**  
24 **responsibility of the OPCOM Registrar and the OPCOM Treasurer.**

25 **The seminar expenses should be ordinary and necessary. Obviously, the major cost**  
26 **will be with the hotel for lodging and meals. Therefore, the OPCOM should, where**  
27 **possible, assign an experienced person to negotiate with the hotel. A favorable room rate,**  
28 **based on double occupancy, should be negotiated. Quite often, due to the large number**  
29 **of attendees, hotels will discount the rates for required suites, or provide a certain**  
30 **number without charge.**

31 **Principle expenses will, in general, fall in the following categories:**

32 **Cost of lodging for:**

- 33 **1. Registered Presidents-Elect for Friday and Saturday night in shared rooms.**
- 34 **2. Registered DGS, DGES, DGNS, and A GS (and PES for those districts that have**  
35 **paid a premium for early registration) for Thursday, Friday and Saturday**  
36 **nights.**
- 37 **3. Session Instructors for Thursday, Friday and Saturday nights in shared rooms.**  
38 **One additional night due to travel distance may be necessary, as approved by**  
39 **the Training Coordinator in consultation with the Chair.**
- 40 **4. Guest speakers for nights as determined necessary by the OPCOM.**
- 41 **5. OPCOM members for one night for the summer meeting, one night for the fall**  
42 **meeting and for Thursday, Friday, and Saturday nights during Northwest PETS**  
43 **and additional nights as appropriate for those required to travel from an**  
44 **extensive distance or as required by the position.**

45 **Cost of meals for:**

- 1           **1. Registered Presidents-Elect for Friday evening through Sunday lunch during**  
2           **PETS.**
- 3           **2. Registered DGS, DGES, DGNS, AGS and Session Instructors (and PES for**  
4           **those districts that have paid a premium for early registration) for Thursday**  
5           **evening dinner (where applicable) through Sunday lunch during Northwest**  
6           **PETS.**
- 7           **3. Northwest PETS Guest Speakers as determined necessary by the OPCOM.**
- 8           **4. OPCOM members for Thursday lunch through Sunday lunch during Northwest**  
9           **PETS.**
- 10          **5. OPCOM members for dinner and breakfast for the summer and fall committee**  
11          **meetings.**

12  
13          **Cost of Transportation for:**

- 14          **1. Northwest PETS Session Instructors and Guest Speakers.**
- 15               **2. OPCOM members for Northwest PETS and the summer and fall Committee**  
16               **meetings**
  - 17                   **a. Individuals as defined above will arrange their own transportation and**  
18                   **submit a Request for Reimbursement to the Treasurer.**
  - 19                   **b. Transportation expenses for traveling companions are not allowed.**
  - 20                   **c. Ground transportation will be reimbursed at the IRS announced**  
21                   **Standard Mileage Rate.**
  - 22                   **d. Airfare will be reimbursed up to the cost of a coach or economy class**  
23                   **ticket, with exceptions upon approval by the committee.**
  - 24                   **e. Per diem for meals is not permitted. Enroute meals are reimbursable on**  
25                   **a per meal basis only if they are connected with overnight travel**  
26                   **necessary to the conduct of Northwest PETS business.**
  - 27                   **f. Transportation cost will be reimbursed at the lesser of the lowest coach**  
28                   **airfare or mileage rate.**

29  
30          **Costs of Administration for the OPCOM such as:**

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

35          **The OPCOM is to ensure that the Northwest PETS yearly operating budget**  
36          **maintains a contingency fund of no less than 20% or not more than 25% of the**  
37          **annual budget required for Northwest PETS.**

38          **See most recent statement of income and expenses on the NW PETS WEB Page.**

39          **XIX. JOB DESCRIPTIONS**

40               **Past Chair shall:**

- 41               **a. be responsible for arranging representative membership on the OPCOM;**
- 42               **b. at the Summer Meeting of the Northwest PETS pass on all notices, agendas, minutes,**  
43               **final reports, critiques, and hotel correspondence to the incoming Past Chair;**
- 44               **c. act as an advisor to the Chair and the committee;**

- 1 d. act as Parliamentarian for all OP COM meetings, and  
2 e. not be a voting PDG for his district unless the voting member is absent;

3 **Chair shall:**

- 4 a. be responsible to oversee and advise all committee chairs in the development of the  
5 PETS program and selection of the speakers. Shall not be a voting PDG unless there  
6 is a tie on a motion nor be a voting PDG for his/her district unless the voting member  
7 is absent.  
8 b. be responsible for promotion of attendance at the seminar, including:  
9 • motivating DGS and DGES to work at getting their Presidents-Elect to attend  
10 and supplying forms to DGS to assist clubs to register Presidents-Elect during  
11 their club visits;  
12 • direct mail to Presidents-Elect, if necessary;  
13 • any other promotional activities that will help ensure attendance;  
14 c. appoint, in concert with the OPCOM, a Treasurer to handle all the cash received and  
15 be responsible for paying approved bills and preparing a final statement in audited  
16 form; assist with financial matters at the Northwest PETS;  
17 d. appoint, in concert with the OPCOM, a Registrar and give advice on the duties and  
18 responsibilities; assure that the Registrar is familiar with computer formats and can  
19 have prepared lists for the committee and hotel registration; obtain lists of incoming  
20 club presidents from DGES and send announcements and registration forms to  
21 them;  
22 e. appoint, in concert with the OPCOM, an auditor to perform an examination and  
23 review of Northwest PETS accounts;  
24 f. appoint, in concert with the OPCOM, an Opening Session/AV Chair to plan for all  
25 AV and sound equipment that is needed as well as plan the opening session in  
26 conjunction with the Chair. In the event that a special committee need is identified, a  
27 member of the OPCOM may be designated by the chair to fulfill such assignment;  
28 g. in concert with the OPCOM, set the seminar fee and establish a budget;  
29 h. approve all expenditures; and  
30 i. have a final statement prepared and assure the turn-over of any cash balance and  
31 other material to the next Chair.

32 **Vice Chair shall:**

- 33 a. assist the Chair and preside in the absence of the Chair;  
34 b. not be a voting PDG for his/her district unless the voting member is absent;  
35 c. obtain, in consultation with, and at a budget agreed upon by the OPCOM, all gifts  
36 needed for presentation; and  
37 d. if required, be responsible for preparation of recognition certificates for guest  
38 speakers, workshop leaders, etc.

39 **Program Coordinator shall:**

- 40 a. in consultation with the Chair and Vice Chair be responsible for the overall program  
41 of the seminar from Thursday, when the OPCOM usually holds its first meeting,  
42 through the conclusion Sunday afternoon;  
43 b. furnish the program content and schedule, and oversee the preparation and printing  
44 of the program;  
45 c. in consultation with the Chair and Vice Chair be responsible for selection of all  
46 principal speakers and VIPs and instruction as to the message they will deliver;

- 1 arrange for their attendance, reception, and provide for hotel rooms, etc. through  
2 Facilities Chair;  
3 d. in consultation with the Chair, advise the Sergeant at Arms of the seating  
4 arrangements at the head table(s) for each of the meal functions; and  
5 e. coordinate with the OPCOM Registrar and maintain liaison with the WEB Master  
6 contracted for by the OPCOM and keep that individual/company informed as to data  
7 changes to be incorporated into the Pacific Northwest PETS Home Page.

8 **Training Coordinator shall:**

- 9 a. suggest program and educational content to the DGES for their meetings with their  
10 Presidents-Elect and act as a resource to districts in planning their District PETS  
11 sessions;  
12 b. design the content for and instruct all Session Instructors, relating to their sessions  
13 with the participating Presidents-Elect;  
14 c. establish written goals and objectives for Session Instructors maintain close contact  
15 with them while providing clear directions on what they need to do to prepare for  
16 their sessions;  
17 d. conduct Session Instructor Training/Preparation Session of approximately thirty  
18 six hours before the beginning of Northwest PETS. This will be both onsite and  
19 online training. work closely with DGES to provide information and assistance,  
20 as needed, in nomination or re-nomination of Session Instructors;  
21 e. assess performance of leaders in person and through information provided in PETS  
22 evaluations;  
23 f. participate in development of the PETS evaluation for the collection of information  
24 to identify changes that may be needed in training; incorporate result of the  
25 evaluations into future sessions to increase training effectiveness;  
26 g. select the Session Instructors in concert with the OPCOM and correspond with  
27 them to secure their written commitments for conducting the workshop sessions;  
28 h. determine and obtain, through the Facilities Chair, the instructional or other  
29 equipment to be used in all workshop sessions; work with other OPCOM Chairs to  
30 arrange for additional support, as needed;  
31 i. develop/provide approved handouts or other supplies that may be used in  
32 connection with the workshops;  
33 j. correspond with specific OPCOM Chairs and the Northwest PETS Chair, notifying  
34 them of any actions taken, budgeted needs, and completion of any assignments  
35 made at their request that fall within the duties of the Training Coordinator;  
36 k. secure the consensus of the OPCOM for approval of any changes by the Training  
37 Coordinator (content, assignments, etc.) concerning the instruction/discussions that  
38 are given/facilitated by the Session Instructors;  
39 l. work with PETS OPCOM to ensure training coordinates with and mutually-  
40 supports other learning components of PETS and reinforces key topics highlighted  
41 by Rotary International and requested by districts; and  
42 m. at the conclusion of each Northwest PETS, prepare for and participate in a critique  
43 of the workshop sessions and an evaluation of the Session Instructors.

44 **Facilities Chair shall:**

- 45 a. be responsible for all contact and negotiations with the hotel, including arrangements  
46 for: meeting rooms, signs, tables, microphones, meals, and participant lodging;

- 1 forward to the hotel the rooming/registration list prepared by the Registrar and  
2 return to the Registrar the hotel room assignment list;
- 3 b. arrange assignment of the complementary rooms provided by the hotel and arrange  
4 accommodations for special guest speakers, VIPs, etc.;
  - 5 c. furnish meal guarantees to the hotel staff;
  - 6 d. approve all charges to the master account at the hotel and reconcile final bill;
  - 7 e. if required, arrange special-rate parking for registrants; and
  - 8 f. be responsible for formally inviting approved merchandise vendors to be present at  
9 Northwest PETS.
  - 10 g. in concert with Sergeants at Arms, discuss physical layout, hotel services, and  
11 meeting facilities including assigning space to approved merchandise vendors.

12 **Sergeant at Arms Chair shall:**

- 13 a. assign tasking as necessary to designated Assistant Sergeants-at-Arms (sitting DGs–  
14 see ART VII)
- 15 b. be responsible for the general flow of traffic to meetings, events, meals, and sessions,  
16 assuring that participants know where to go and when to get there; train the  
17 Sergeants at Arms in their task;
- 18 c. assure that participants are in their designated areas on time and assist at the  
19 registration desk as required;
- 20 d. be responsible for the seating arrangements of the head table(s) in coordination with  
21 the Program Coordinator and Chair;
- 22 e. be responsible for name tag holders and name-labels received from Registrar;
- 23 f. be responsible for the safe storage of seminar training material as well as equipment  
24 and supplies required by workshop leaders;
- 25 g. assure that the session room signs are properly displayed and rotated or posted as  
26 required prior to the next scheduled use; supervise the Northwest PETS office  
27 provided by the hotel; if any reserved tables are required, see that they are marked;  
28 provide warm, friendly greetings and assistance, but also firm direction when  
29 required.

30 **Educational Materials Chair shall:**

- 31 a. be responsible for the preparation, content and distribution of all educational  
32 material to be presented to the participants at Northwest PETS; participate in the  
33 appraisal process to ascertain whether modifications or additions are necessary;
- 34 b. be responsible for ordering Flash Drives and incorporating materials, programs, and  
35 session schedules therein; (session schedules will be provided by Program  
36 Coordinator); and
- 37 c. be responsible for working with the DGE's to determine where training material  
38 will be shipped.

39 **Registrar shall:**

- 40 a. be responsible for design of registration forms required by OPCOM;
- 41 b. receive all registrations from clubs, recording names of registrants, club/district  
42 statistics, accommodations required, and payment made; turn funds over to  
43 Treasurer and check off against district list of Presidents-Elect;
- 44 c. identify registrants by club size, as required, for assignment to group sessions;
- 45 d. assign registrants to room and or room-sharing, noting non-smoking requests, single  
46 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 Northwest PETS;
- h. be responsible for design, domain registration and maintenance of a Pacific Northwest PETS Web Site;
- i. coordinate with committee chairs 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 Northwest PETS operating regime are in compliance with the Guidelines and Policies for Electronic Communications set forth by RI Code of Policies Article 52.020.

**Treasurer shall:**

- a. be responsible for receiving and recording all income and expenses of Northwest PETS; prepare all disbursements from Northwest PETS, account for payments of Northwest 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. ensure that two signature checks are used for all payments and reimbursements; the Treasurer and Vice-Chair or Chair are authorized signatures;
- 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; and
- 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 immediately following the scheduled Northwest PETS; and
- g. submit a final statement of income and expense and cash accounts to the Board of Directors and the OPCOM at the Annual Meeting immediately following the scheduled Northwest PETS.

**Archives Chair/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 Northwest 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 Northwest PETS history;
- e. ensure that any action taken by the Board of Directors is incorporated into the Northwest PETS Manual of Procedure.

1 f. Act as secretary of the committee taking minutes of all committee and board  
2 meetings.  
3

4 **Opening Session/Av Chair**

- 5 a. organize the opening ceremony in concert with the program chair and general chair.  
6 b. contact all DGE's and committee members to secure their AV needs .  
7 c. secure all necessary audio visual equipment for the plenary sessions  
8 d. prepare cost estimate and submit to Chair and Vice Chair  
9 e. secure best pricing for audio visual equipment and coordinate installation  
10 f. make sure all equipment is functioning properly for each session.  
11 g. work closely with Committee members to determine staging  
12 h. supervise sound and stage arrangements during sessions.  
13 i. keep the Chair and Vice Chair informed.  
14

15 **Auditor shall:**

- 16 a. be appointed by the Chair and confirmed by the Board of Directors;  
17 b. examine and review the accounts of the Northwest PETS, to ensure compliance with  
18 Northwest PETS established policies and the approved budget for the year, the scope  
19 and methodology of this examination and review to be determined as agreed upon by  
20 the Northwest PETS Board of Directors, in harmony with the intent of the RI  
21 Bylaws;  
22 c. submit the above defined review to the Board of Directors and the OPCOM at the  
23 Annual Meeting immediately following the scheduled Northwest PETS, and  
24 d. be invited to attend all Northwest PETS OPCOM meetings but will not be a voting  
25 member of the OPCOM.  
26

27 **XX: AMENDMENTS TO MANUAL OF PROCEDURE**

28 This Manual of Procedure may be altered, amended or repealed and a new manual may be  
29 adopted by a majority of the Board of Directors on the advice of the OPCOM.  
30

31 **REVISION HISTORY:**

- 32 1. October 1999 -- Manual completely revised, updated and adopted by Board of Directors  
33 and OPCOM.  
34 2. October 2001 -- Revisions recommended by OPCOM in Oct 2000 and July 2001 adopted  
35 by Board of Directors and OPCOM.  
36 3. March 2002 -- Revisions recommended by OPCOM in Oct 2001 adopted by Board of  
37 Directors and OPCOM.  
38 3. February 2003 -- Revisions recommended by OPCOM in Oct 2002 adopted by Board of  
39 Directors and OPCOM. Manual completely reprinted to include changes to  
40 date.  
41 4. March 2004 -- Revisions recommend by OPCOM Oct 2003 and adopted by Board of  
42 Directors. Administrative changes to correct wording and recognize changes

- 1                   in MOP appendices incurred by putting the MOP on the Pacific Northwest  
2                   PETS Web Page.
- 3   **5. July 2005 & October 2005 -- Revisions recommended by OPCOM and adopted by Board**  
4                   **of Directors. Clarify wording for Appointment of Chair and District**  
5                   **Representatives, updating some job descriptions and administrative changes to**  
6                   **establish Annual Meeting and correct wording throughout. Manual**  
7                   **completely reprinted to include changes to date and to update MOP**  
8                   **presentation on NW PETS Home Page.**
- 9   **6. March 2008 -- Revisions to eliminate District 5390, correct references to RCP, reorganizes**  
10                   **sequence of articles, rename, and define Parliamentarian to Archives Chair as**  
11                   **an appointment.**
- 12   **7. November 2008 --Revisions to update Workshop Leader selection and evaluation criteria,**  
13                   **revise Archives, Facilities and Registrar responsibilities.**
- 14   **8. August 2009 --Revisions to accommodate a new format for PNW PETS, revise the**  
15                   **language for the selection of Session Instructors and revise committee**  
16                   **responsibilities.**
- 17