

DRAFT PETS MANUAL OF PROCEDURE

I. INTRODUCTION

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

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

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

II. PURPOSE

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

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

III. MULTI-DISTRICT SPONSORSHIP

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

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

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

1 As of July 1, 2007, the number of participating districts was nine: Districts 5010, 5020,
2 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 with district conferences, district assemblies,
20 or other district or zone meetings *or Multi District PETS*.

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 Eastern Russia, Alaska, 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.
- 16 (2) Presence of the vendor will not distract the attention of the Presidents-Elect from
17 the principal purpose of the seminar and the need to attend all scheduled sessions.
- 18 (3) Presence of the vendors will not overly crowd the available space in the venue nor
19 unduly restrict free circulation of the attendees during free time.

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

25 VII. PETS ADMINISTRATION

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

28 Board of Directors

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

34 The functions of the DGES should be consistent with the responsibility placed upon
35 them by the current Multidistrict PETS Guidelines set forth in RI Code of Policies
36 23.020.7 which states, inter alia, that the DGES shall:

- 37 a. be allocated a minimum of three hours in meetings between the DGEs and
38 their Presidents-Elect, with Assistant Governors, if applicable;
- 39 b. develop and approve the final PNW PETS program;
- 40 c. propose the Session Instructors, ensuring the most-highly qualified leaders
41 from among the districts;
- 42 d. work with their district trainers in developing training materials
- 43 e. select the plenary speakers.

1 At PNW PETS only the Board of Directors will vote on matters of policy impacting
2 the implementation of these DGE responsibilities. All other matters before the plenary
3 sessions of the Board of Directors and Operating Committee will be voted on by all
4 members present. In summary, votes on the following issues will be by the Board of
5 Directors only:

6 a Adoption of the PNW PETS MOP and any changes thereto.

7 (ARTICLE XX, PNW PETS MOP).

8 b Confirmation of Program

9 (RI COP 23.030.7 and ARTICLE VII 2.b. PNW PETS MOP)

10 c. Approval of Plenary Speakers

11 (RI COP 23.030.7 and ARTICLE VII 2.b. PNW PETS MOP)

12 d. Confirmation of Supernumerary assigned by the Chair, assignment of District
13 appointed PDGs to specific OPCOM positions and Confirmation of non-PDG
14 being assigned to the OPCOM ARTICLE XV PNW PETS MOP)

15 In the event a DGE is unable to be present, he/she may delegate their voting
16 responsibility to a DG or DGN from their District who is present at the
17 Operating Committee meeting.

18 (ARTICLE X PNW PETS MOP)

19 e. Approval of Recommended Session Instructors

20
21 Operating Committee

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

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

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

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

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

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

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

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

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

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

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

23 **Part B: This meeting will be held on the last day of PETS and the purpose will**
24 **be for an initial critique of the just-concluded PETS.**

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

28 **DGNs may attend any meeting as observers without voting rights and at no cost to**
29 **PNW PETS.**

30 **VIII. APPOINTMENT OF CHAIR**

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

40 **The job is not an honorary one. Accordingly, while previous PNW PETS OPCOM**
41 **service is not a requirement; it is recommended that the person selected by the district to**
42 **serve as Chair be selected prior to the commencement of the expected term so they can**
43 **gain PNW PETS OPCOM experience by serving one year as the Vice Chair immediately**
44 **prior to becoming Chair.**

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

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

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

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

21 IX. MEMBERSHIP OF PETS WORKING COMMITTEES

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

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

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

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

43 Districts do not assign appointees to specific OPCOM positions. It shall be the
44 responsibility of the immediate Past Chair, in concert with the Chair, and with assistance
45 from the OPCOM members, to recommend district appointed PDGs for assignment to

1 specific OPCOM positions. These appointments are to be confirmed by the Board of
2 Directors at the Annual Meeting.

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

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

12 13 **X. SESSION INSTRUCTORS**

14 A pool of highly-experienced instructors, representing the most qualified from among of the
15 PETS districts, will be selected on a competitive basis to present the PETS shared
16 educational sessions. The pool shall contain a minimum of one qualified Instructor per
17 district. Applications for Session Instructors will be solicited from the districts jointly by the
18 District and OPCOM, selected through a process conducted by the Training Coordinator,
19 confirmed by the OPCOM and approved by the Board of Directors. Training for the Session
20 Instructors is the responsibility of the Training Coordinator.

21
22 To provide the most effective training and individualized attention, most educational sessions
23 will utilize an instructor and support assistant; larger group sessions may include multiple
24 instructors and support assistants.

25
26 Alternate instructors will be appointed and fill unanticipated vacancies.

27
28 Session Instructors may serve up to three – one-year terms if they re-apply, meet the
29 eligibility requirements including the prior year’s evaluation results, are re-nominated by
30 their districts and selected to serve. On a rare occasion, it may be necessary to appoint a
31 Session Instructor for an additional term to fill an unanticipated vacancy. A past instructor
32 may also serve as an alternate.
33

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

39 **A. Instructor Overview**

40 **1. Session Instructors**

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

1 their individual sessions and meeting the standards established by the Training Coordinator
2 and OPCOM.

3 4 **2. Session Support Assistants**

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

8
9 Support assistants are qualified Rotary leaders who have knowledge of the session topic,
10 have good group facilitation skills and are experienced working with groups, but may need
11 additional experience/knowledge before serving as a primary session instructor. Support
12 assistants may also be subject matter experts on the session topic. Support assistants are
13 usually those who will already be in attendance at PETS serving in another role. They
14 should participate in advance preparation steps; however, it is not required they attend off-
15 site training.

16 17 **3. Alternate Instructors**

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

22 23 **B. Instructor Application**

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

28
29 The overall number of Session Instructors required will be determined by the Training
30 Coordinator following an annual assessment of the number of training topics to be presented
31 and the number of participants in the individual educational sessions. Each PETS district
32 will be encouraged to submit applications for a minimum number of potential educational
33 session instructors and support assistants as determined by the Training Coordinator based
34 on the specific curriculum elements for that year's PETS. Districts are encouraged to
35 nominate more than the minimum number of instructors based on availability of Rotarians
36 who meet the qualifications.

37
38 DGNs (PETS DGEs) shall ensure that the call for applications is provide to leaders and clubs
39 in their district a minimum of either (8) weeks in advance of the summer meeting and
40 encourage qualified Rotarians to apaply. The Training Coordinator or other OPCOM
41 members may also distribute requests for applications to district Rotarians. Completed
42 applications shall be returned to the Training Coordinator who will coordinate the interview
43 and selection process and advise the DGNs (PETS DGEs) of the status of those candidates
44 from their district. The estimated timeframe for completion of the process is outlined in
45 Section C.

46 47 **C. Selection and Appointment**

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

6
7 Rotarians who wish to apply will provide information in a standardized format for
8 consideration by the committee. This will include a summary of experience and training
9 references; a videotape or DVD may also be requested. Instructors will be selected after a
10 review/interview process, and the resulting slate of instructors will be submitted to the
11 OPCOM and the Board of Directors by the Training Coordinator for approval. Subsequent
12 to approval, the Training Coordinator will provide a letter of appointment to the instructors
13 and confirm their ability to serve.

14
15 **Timeline:**

16
17 **Minimum of eight (8) weeks prior to summer meeting**
18 **Call for applications distributed to district and club leaders.**

19
20 **Minimum of five (5) weeks prior to summer meeting**
21 **Applications due to Training Coordinator**

22
23 **Minimum of one (1) week prior to summer meeting**
24 **Selection of recommended instructors and alternates**

25
26 **Summer meeting**
27 **Confirmation of instructor roster**

28
29 **Within one (1) week following summer meeting**
30 **Written notification of PETS instructor team and alternates**

31
32 **Within two (2) weeks following summer meeting**
33 **Written confirmation of PETS instructor team and alternates**

34
35 **D. Instructor Re-Appointment**

36 **Instructors may serve up to three one-year terms, based on meeting the reappointment**
37 **requirements. Effectiveness of instructors in meeting the position requirements will be**
38 **measured through observation, working process and evaluation forms from the educational**
39 **session participants. The results will be assessed by the Training Coordinator to assist in**
40 **determining which instructors are eligible for re-nomination based on meeting the evaluation**
41 **baseline and other factors related to performance of their responsibilities. The evaluation**
42 **will determine if a session instructor will be recommended to serve during the subsequent**
43 **year. Additional criteria may be established based on changes in PETS educational sessions**
44 **and specific training requirements over time.**

45
46 **The minimum evaluation baseline for re-nomination is 4.25 on a five-point scale with 5 as the**
47 **highest rating. Session Instructors who do not meet the minimum will not be considered for**

1 re-nomination while those with a rating between 4.26 and 4.40 will be carefully assessed
2 prior to re-appointment. An overall evaluation rating of 4.5 or above is highly desirable.
3

4 **E. Instructor Qualifications and Experience**

5 The Rotarians selected for session instructors will possess outstanding skills and experience
6 in interactive instruction and leading dynamic group processes, and should be those who
7 have been highly rated in other venues for this ability. These skills will be supported by a
8 broad-base of current Rotary knowledge. Instructors selected will represent recent past
9 district leaders or club presidents who were highly-effective, motivational leaders.
10

11 **Key skills and background includes:**

- 12 ▪ **Recognized as dynamic group speaker/educator/facilitator; demonstrated skills in**
13 **leading group processes with exceptional ability to speak in front of a group**
- 14 ▪ **Solid and current knowledge of Rotary and its programs**
- 15 ▪ **Past service as an effective club President is required: additional leadership**
16 **experience at the district level is highly desirable.**
- 17 ▪ **Ability to teach specific session content per a standardized leader's guide, while**
18 **utilizing his/her own style**
- 19 ▪ **High level of energy to present an intensive schedule of sessions**
- 20 ▪ **Excellent interpersonal skills**
- 21 ▪ **Effective in teaching highly-interactive sessions using a variety of instructional**
22 **methodologies**
- 23 ▪ **Ability to participate in preparation activities during the six months prior to PETS,**
24 **averaging 7 to 10 hours monthly in preparation; may require attendance at an in-**
25 **person training session for up to two days during the 90 days prior to PETS**
- 26 ▪ **Willingness to instruct district or other training sessions throughout the year as**
27 **assigned by the district leadership team or to lead training in other venues to support**
28 **preparation for PETS educational sessions**
- 29 ▪ **Ability to devote minimum of one full day onsite in advance of PETS and significant**
30 **time to training preparation during PETS; may not be able to attend some other**
31 **PETS sessions**
- 32 ▪ **Additional consideration will be given to those with a profession or background**
33 **providing supplementary experience in the responsibilities of this position as these**
34 **Rotarians have proven to be some of the most effective and highly-rated leaders at**
35 **PETS**
- 36 ▪ **Support assistants may possess many of these qualifications; however, have less**
37 **experience in instruction and/or a less extensive Rotary background; they may also be**
38 **content experts with less experience in leading group process**
39

40 **F. Advance Training and Preparation**

41 The preparation provided in advance of PETS is only designed to enhance the ability to lead
42 the educational and training sessions.
43

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

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

9 **XI. PLENARY SPEAKERS**

10 The seminar format calls for group meals. There should be a major speaker

11 presented at each of these meals or in a plenary session immediately following.

12 An effort should be made to obtain Rotary International General Officers or RI

13 Committee Chairs to be speakers. The RI Directors for the Zones should be introduced

14 and encouraged to make a few brief comments.

15 One of the purposes of PNW PETS is to enhance the leadership abilities of the

16 Presidents-Elect and a speaker who will contribute to that end is the speaker who should

17 be engaged. The important consideration in choosing speakers is that they have the

18 ability to communicate effectively and enthusiastically. In particular, the speakers

19 opening and closing PNW PETS should be highly motivational. Speakers will have their

20 travel, lodging, and meals paid for by Northwest PETS.

21 **XII. PROMOTION OF SEMINAR**

22 Early promotion is one of the most important ingredients of a successful PNW PETS.

23 Promotion should occur throughout the year, particularly after the new District

24 Governors take office. Each District Governor should include the PNW PETS dates in

25 the district directory, promote PNW PETS during club visitations and in newsletters and

26 strongly emphasize the availability of complete NWPETS information on the Internet at

27 <http://www.pnwrotarypets.org/> where on line registration can be completed. District

28 Governors are expected to make arrangements for Presidents-elect who are unable to

29 register electronically.

30 **XIII. SEMINAR FORMAT**

31 A weekend seminar of two or three days is most effective during which Presidents-

32 Elect can rightfully expect a stimulating and worthwhile seminar in the allotted time.

33 The typical format will provide for PNW PETS OPCOM optional topic-focused

34 educational sessions for Presidents Elect and other related meetings to begin on the

35 Thursday before PNW PETS. Registration will be conducted Friday afternoon with an

36 opening session and district meetings for Presidents-Elect with their DGEs, DGs, DGNs

37 and Assistant Governors (AGs) and a shared educational session. This will be followed

38 by dinner and the first plenary session.

39 Saturday consists of breakfast, plenary session, district sessions, luncheon, and an

40 educational session followed by dinner program and speaker.

41 On Sunday, following breakfast, plenary or educational session, and district session,

42 PNW PETS concludes with an inspirational speaker. Certain modifications may occur

43 from year to year as deemed advisable by the OPCOM. The format calls for district

44 sessions, which are reserved for the DGEs to meet with their Presidents-Elect, DGs,

45 DGNs and AGs. The remaining educational components are large and/or small group

46 sessions shared by all districts in which PEs are grouped by club size whenever possible.

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

5 A very important session for the next year's PNW PETS Chair is the critique
6 immediately following the concluding session. This is attended by the current Northwest
7 PETS Chair (who presides), the incoming Chair, DGs, DGEs DGNs, Session Instructors,
8 and OPCOM members. Next year's dates are confirmed.

9 XIV. REGISTRATION, CHECK-IN

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

12 *[For example, easy parking, friendly greetings by a PNW PETS committee guide in the*
13 *lobby, immediate PNW PETS registration arranged by district, a check-off from the*
14 *committee pre-registration list, a friendly handshake by the DG, DGE, and DGN, and a*
15 *warm, expectant check-in by the hotel will go a long way toward starting the President-Elect*
16 *off in the right frame of mind.]*

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

21 Presidents-Elect will receive name tag identifying their districts and with a large letter
22 on the badge which will indicate which workshop session is to be attended

23 XV. SEMINAR CURRICULUM

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

30 PETS Educational Components and Definitions

31 PNW PETS is composed of four primary educational components:

- 32 ▪ Plenary Sessions
- 33 ▪ District Sessions
- 34 ▪ Shared Educational Sessions
- 35 ▪ Small Group Sessions

36
37
38 Plenary Sessions: represent the motivational component of PNW PETS intended for participation
39 by all PETS attendees simultaneously. Plenary sessions most often feature an inspirational or
40 noteworthy speaker and frequently scheduled in conjunction with a meal. Plenary sessions are
41 implemented by OPCOM after speaker approval by the Board of Directors

42
43 District Sessions: are the components of PNW PETS organized by districts for participation by
44 their own PEs and overseen/managed by the DGE from that district.

45
46 Shared Educational Sessions: the curriculum component intended for participation by all
47 attendees. These may be small or large-group format, content-based sessions, with the specific

1 mix of topics and session sizes based on needs of PEs and districts. The shared educational
2 sessions are implemented by OPCOM following approval of the PETS program by the Board of
3 Directors.
4

5 **Small Group Sessions:** will be sessions of about 20 in which the session instructors deliver by
6 using-facilitation style. Additionally they will also discuss case studies that will provide the PEs
7 solutions to real problems
8

9 When planning the three educational components, information provided by Presidents Elect from
10 the most recent PETS evaluations will be utilized as a key factor in determining the curriculum
11 methodology and training topics, in conjunction with district needs and RI requests.
12

13 The three components will be planned and coordinated to satisfy the requirements and training
14 topics for PETS as outlined by the RI Board of Directors.
15

16 Curriculum Development

17 Development and subsequent updates of the standardized written curriculum and corresponding
18 training guide for the Educational Sessions will be completed by one or more committees of topic
19 specialists working together, under the direction of the Curriculum Coordinator, to most
20 effectively address the current training needs of the PEs, districts and RI.
21

22 The committee may wish to make available certain Rotary International publications or
23 materials, free or for sale, and may make arrangement to do this in a suitable location.
24

24 XVI. SEMINAR TRAINING MATERIALS

25 At the time of registration each President-Elect should be given copies of all necessary
26 material in electronic format. An appropriate logo and description should be imprinted
27 on the device. The material loaded on the device shall be that which is recommended by
28 the DGEs in consultation with the OPCOM
29
30
31

32 XVII. PNW PETS FISCAL YEAR

33 The fiscal year for the operation of PNW PETS shall be May1 through April 30.
34

35 XVIII. SEMINAR COSTS AND FINANCES

36 When budgeting for PNW PETS, it should be kept in mind that this is a quality
37 seminar and everything from the first piece of promotional material to the final meal
38 should be of high quality. It should not and need not be lavish.

39 The budgeted income should be sufficient to cover all costs of promotion, speaker
40 expenses, and OPCOM expenses, workbooks for the participants, meals, lodging, and
41 entertainment.
42

43 Arrangements for collection of registration fees and other income and authorization
44 of expenditures is the responsibility of the PNW PETS OPCOM. The committee should
45 charge each club one registration fee to cover the pro-rata (exclusive of
46 transportation)cost of attendance of one President-Elect and advise each DGE of the
47 planned registration fee for the future year sufficiently early to allow each club to provide
48 for this expense in their budget. (It is expected this registration fee will be paid by the
President-Elect's Rotary Club -- it should not be paid for by the Presidents-Elect.)

1 The PNW PETS registration fee and transportation cost for attendance by the DG,
2 DGE, DGN, and AGs is the responsibility of the individual district. As well, any other
3 expenses not covered by the regular club registration fee are the responsibility of the
4 district.

5 Accountability for all fees paid and records of paid registrations is the shared
6 responsibility of the OPCOM Registrar and the OPCOM Treasurer.

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

13 Principle expenses will, in general, fall in the following categories:

14 Cost of lodging for:

- 15 1. Registered Presidents-Elect for Friday and Saturday night in shared rooms.
- 16 2. Registered DGs, DGEs, DGNs, and AGs (and PEs for those districts that have
17 paid a premium for early registration) for Thursday, Friday and Saturday
18 nights.
- 19 3. Session Instructors for Thursday, Friday and Saturday nights in shared rooms.
20 One additional night due to travel distance may be necessary, as approved by
21 the Training Coordinator in consultation with the Chair.
- 22 4. Guest speakers for nights as determined necessary by the OPCOM.
- 23 5. OPCOM members for one night for the summer meeting, one night for the fall
24 meeting and for Thursday, Friday, and Saturday nights during PNW PETS and
25 additional nights as appropriate for those required to travel from an extensive
26 distance or as required by the position.

27 Cost of meals for:

- 28 1. Registered Presidents-Elect for Friday evening through Sunday lunch during
29 PETS.
- 30 2. Registered DGs, DGEs, DGNs, AGs and Session Instructors (and PEs for those
31 districts that have paid a premium for early registration) for Thursday evening
32 dinner (where applicable) through Sunday lunch during Northwest PETS.
- 33 3. PNW PETS Guest Speakers as determined necessary by the OPCOM.
- 34 4. OPCOM members for Thursday lunch through Sunday lunch during PNW
35 PETS.
- 36 5. OPCOM members for dinner and breakfast for the summer and fall committee
37 meetings.

38 Cost of Transportation for:

- 39 1. Northwest PETS Session Instructors and Guest Speakers.
- 40 2. OPCOM members for Northwest PETS and the summer and fall Committee
41 meetings
 - 42 a. Individuals as defined above will arrange their own transportation and
43 submit a Request for Reimbursement to the Treasurer.
 - 44 b. Transportation expenses for traveling companions are not allowed.

- 1 c. Transportation cost will be reimbursed at the lesser of the lowest coach
2 airfare or mileage rate.
3 d. Ground transportation will be reimbursed at the IRS announced
4 Standard Mileage Rate.
5 e. Airfare will be reimbursed up to the cost of a coach or economy class
6 ticket, with exceptions upon approval by the committee.
7 f. Per Diem for meals is not permitted. Enroute meals are reimbursable on
8 a per meal basis only if they are connected with overnight travel
9 necessary to the conduct of PNW PETS business.

10 **Costs of Administration for the OPCOM such as:**

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

14 The OPCOM is to ensure that the PNW PETS yearly operating budget maintains a
15 contingency fund of 40% of the annual budget required for PNW PETS.

16 [See most recent statement of income and expenses on the PNW PETS WEB Page.]

17 **XIX. JOB DESCRIPTIONS**

18 **Past Chair shall:**

- 19 a. be responsible for arranging representative membership on the OPCOM;
20 b. at the Summer Meeting of the PNW PETS pass on all notices, agendas, minutes, final
21 reports, critiques, and hotel correspondence to the Past Chair
22 c. act as an advisor to the Chair and the committee;
23 d. act as Parliamentarian for all OP COM meetings, and
24 e. not be a voting PDG for his district unless the voting member is absent;

25 **Chair shall:**

- 26 a. be responsible to oversee and advise all committee chairs in the development of the
27 PETS program and selection of the speakers. Shall not be a voting PDG unless there
28 is a tie on a motion nor be a voting PDG for his/her district unless the voting member
29 is absent;
30 c. be responsible for promotion of attendance at the seminar, including:
31 • motivating DGs and DGEs to work at getting their Presidents-Elect to attend
32 and supplying forms to DGs to assist clubs to register Presidents-Elect during
33 their club visits;
34 • direct mail to Presidents-Elect, if necessary;
35 • any other promotional activities that will help ensure attendance;
36 d. appoint, in concert with the OPCOM, a Treasurer to handle all the cash received and
37 be responsible for paying approved bills and preparing a final statement in audited
38 form; assist with financial matters at the PNW PETS;
39 e. appoint, in concert with the OPCOM, a Registrar and give advice on the duties and
40 responsibilities; assure that the Registrar is familiar with computer formats and can
41 have prepared lists for the committee and hotel registration; obtain lists of incoming
42 club presidents from DGEs and send announcements and registration forms to them;
43 f. appoint, in concert with the OPCOM, an auditor to perform an examination and
44 review of PNW PETS accounts;

- 1 g. appoint, in concert with the OPCOM, a Plenary Coordinator /AV Chair to plan for
2 all AV and sound equipment that is needed as well as plan the opening session in
3 conjunction with the Chair. In the event that a special committee need is identified, a
4 member of the OPCOM may be designated by the chair to fulfill such assignment;
5 i.. in concert with the OPCOM, set the seminar fee and establish a budget;
6 j. approve all expenditures; and
7 k. have a final statement prepared and assure the turn-over of any cash balance and
8 other material to the next Chair.

9 **Vice Chair shall:**

- 10 a. assist the Chair and preside in the absence of the Chair;
11 b. produce the Minute by Minute schedule (MxM) and Event Planning Sheets (EPS)
12 c. not be a voting PDG for his/her district unless the voting member is absent;
13 d. obtain, in consultation with, and at a budget agreed upon by the OPCOM, all gifts
14 needed for presentation; and
15 e. if required, be responsible for preparation of recognition certificates for guest
16 speakers, workshop leaders, etc.

17 **Program Coordinator shall:**

- 18 a. in consultation with the Plenary Coordinator/AV Chair and approval of the Chair
19 and Vice Chair be responsible for the overall development of the plenary sessions
20 from the opening session through the conclusion Sunday afternoon;
21 b. furnish the program content and schedule, and oversee the preparation and printing
22 of the program;
23 c. in consultation with the Chair and Vice Chair be responsible for selection of all
24 principal speakers and VIPs and provide instruction as to the message they will
25 deliver; arrange for their attendance, reception, and provide for hotel rooms, etc.
26 through Event Manager;
27 d. in consultation with the Chair, advise the Sergeant at Arms of the seating
28 arrangements at the head table(s) for each of the meal functions; and
29 e. coordinate with the OPCOM Registrar and maintain liaison with the WEB Master
30 contracted for by the OPCOM and keep that individual/company informed as to data
31 changes to be incorporated into the PNW PETS Home Page.
32 f. make recommendation to the chair for the selection of aides
33 g. serve as supervisor to the dignitaries' aides.
34 h. be knowledgeable about the RI Guidelines for Aides to RI Officers (29.080) and the
35 Guidelines for the Selection of Aides to RI Officers.
36 i. Provide the responsibilities, training and assistance to the assigned aides.
37 [*Specifically - contact actions required prior to PETS, orientation at PETS and follow-up*
38 *duties post PETS]*
39 j. Maintain liaison and follow-up to each aide to ensure a memorable experience at
40 PETS for each dignitary. In concert with the PETS chair arrange tours as requested.
41 k. Provide a post PETS evaluation of each aide's performance to the PETS chair.
42
43

1 **Curriculum Coordinator shall:**

- 2 a. suggest program and educational content to the DGEs for their meetings with their
3 Presidents-Elect and act as a resource to districts in planning their District PETS
4 sessions;
- 5 b. design the content for and instruct all Session Instructors, relating to their sessions
6 with the participating Presidents-Elect;
- 7 c. establish written goals and objectives for Session Instructors, maintaining close
8 contact with them while providing clear directions on what they need to do to
9 prepare for their sessions;
- 10 d. participate in development of the PETS evaluation for the collection of information
11 to identify changes that may be needed in training; incorporate results of the
12 evaluations into future sessions to increase training effectiveness;
- 13 e. develop/provide approved handouts or other materials that may be used in
14 connection with the educational sessions;
- 15 f. correspond with specific OPCOM Chairs and the PNW PETS Chair, notifying
16 them of any actions taken, budgeted needs, and completion of any assignments
17 made at their request that fall within the duties of the Curriculum Coordinator;
- 18 g. secure the consensus of the OPCOM for approval of any changes by the
19 Curriculum Coordinator (content, assignments, etc.) concerning the
20 instruction/discussions that are given/facilitated by the Session Instructors;
- 21 h. work with PNW PETS OPCOM to ensure training coordinates with and mutually-
22 supports other learning components of PETS and reinforces key topics highlighted
23 by Rotary International and requested by districts; and
- 24 i. at the conclusion of each PNW PETS, prepare for and participate in a critique of the
25 educational sessions and an evaluation of the Session Instructors.

26
27 **Instruction Coordinator shall:**

- 28 a. conduct Session Instructor Training/Preparation Session of approximately thirty
29 six hours before the beginning of PNW PETS. This will be both onsite and online
30 training. Work closely with DGEs to provide information and assistance, as needed,
31 in nomination or re-nomination of Session Instructors.
- 32 b. assess performance of leaders in person and through information provided in PETS
33 evaluations.
- 34 c. select the Session Instructors in concert with the OPCOM and correspond with
35 them to secure their written commitments for conducting the workshop sessions.
- 36 d. determine and obtain, through the Facilities Coordinator, the instructional or other
37 equipment to be used in all educational sessions; work with other OPCOM Chairs
38 to arrange for additional support, as needed.
- 39 e. correspond with specific OPCOM Chairs and the PNW PETS Chair, notifying
40 them of any actions taken, budgeted needs, and completion of any assignments
41 made at their request that fall within the duties of the Instruction Coordinator;
- 42 f. at the conclusion of each PNW PETS, prepare for and participate in a critique of
43 the educational sessions and an evaluation of the Session Instructors.

44
45 **Facilities Coordinator shall:**

- 1 a. be responsible for all contact and negotiations with the hotel, including arrangements
2 for: meeting rooms, signs, tables, microphones, meals, and participant lodging;
3 forward to the hotel the rooming/registration list prepared by the Registrar and
4 return to the Registrar the hotel room assignment list;
5 b. furnish meal guarantees to the hotel staff;
6 c. approve all charges to the master account at the hotel and reconcile final bill;
7 d. if required, arrange special-rate parking for registrants; and
8 e. be responsible for formally inviting approved merchandise vendors *and club displays*
9 to be present at PNW PETS.
10 f. in concert with Sergeants at Arms, discuss physical layout, hotel services, and
11 meeting facilities including assigning space to approved merchandise vendors.
12
13

14 **Event Coordinator shall:**

- 15 a. work with the registrar and hotel in the assignment of sleeping rooms
16 b. arrange assignment of the complementary rooms provided by the hotel and arrange
17 accommodations for special guest speakers, VIPs, etc.
18 c. at the conclusion of PETS reconcile the final bill
19 d. Assist the Facilities Coordinator with liaison to the hotel. Specifically for the 25 – 30
20 room setups for the session instructors.
21 e. With the Facilities Coordinator review each day BEOs with the hotel liaison
22 personnel.
23 f. Maintain frequent contact with the Instruction Coordinator and provide the
24 necessary contact info to the session instructors
25 g. Review daily the room setups for the session instructors. Keep current about their
26 room setups and material needs. Provide immediate assistance as necessary through
27 the hotel.
28 h. Assist the Facilities Coordinator and the Plenary Coordinator in providing a proper
29 welcome and seating at each plenary event.
30
31

32 **Educational Materials Chair shall:**

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

40 **Registrar shall:**

- 41 a. be responsible for design of registration forms required by OPCOM;
42 b. receive all registrations from clubs, recording names of registrants, club/district
43 statistics, accommodations required, and payment made; turn funds over to
44 Treasurer and check off against district list of Presidents-Elect;
45 c. identify registrants by club size, as required, for assignment to group sessions;
46 d. assign registrants to room and or room-sharing, single occupancy, etc.;

- e. be prepared to print out, periodically, the status of registration for follow-up purposes;
- f. keep the immediate past registrar informed of registration status in order to make provision for that individual to perform the function of back-up registrar;
- g. assist his/her successor in the arrival registration process at PNW PETS;
- h. be responsible for design, domain registration and maintenance of a PNW PETS Web Site;
- i. coordinate with 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 PNW PETS operating regime are in compliance with the Guidelines and Policies for Electronic Communications set forth by RI Code of Policies Article 52.020.

Treasurer shall:

- a. be responsible for receiving and recording all income and expenses of PNW PETS; prepare all disbursements from PNW PETS, account for payments of PNW PETS expenses as approved or within the guidelines prescribed by the Chair;
- b. ensure that all requests for reimbursement are approved by the chair or vice chair in addition to the OPCOM member or Board Member submitting the reimbursement request;
- c. 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 PNW 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 PNW PETS.

Sergeant at Arms /Secretary shall:

- a. be responsible for securing and editing all minutes and correspondence from the Chair and Past Chairperson in order to record and maintain the continuing story of PNW PETS;
- b. be responsible for establishing a procedure for collection of data from the PETS events and documenting the information for analysis and use by the OPCOM in evaluating the effectiveness of PETS;
- d. maintain custody of all material relating to past PNW PETS history;

- e. ensure that any action taken by the Board of Directors is incorporated into the Northwest PETS Manual of Procedure.
- f. Act as secretary of the committee taking minutes of all committee and board meetings.
- g. assign tasking as necessary to designated Assistant Sergeants-at-Arms (sitting DGs—see ART VII)
- h. be responsible for the general flow of traffic to meetings, events, meals, and sessions, assuring that participants know where to go and when to get there; train the Sergeants at Arms in their task;
- i. assure that participants are in their designated areas on time and assist at the registration desk as required;
- j. be responsible for the seating arrangements of the head table(s) in coordination with the Program Coordinator and Chair;
- k. be responsible for name tag holders and name-labels received from Registrar;
- l. be responsible for the safe storage of seminar training material as well as equipment and supplies required by workshop leaders;
- m. assure that the session room signs are properly displayed and rotated or posted as required prior to the next scheduled use; supervise the PNW PETS office provided by the hotel; if any reserved tables are required, see that they are marked; provide warm, friendly greetings and assistance, but also firm direction when required.

Plenary Coordinator/Av Chair

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

Auditor shall:

- a. be appointed by the Chair and confirmed by the Board of Directors;
- b. examine and review the accounts of the PNW PETS, to ensure compliance with PNW PETS established policies and the approved budget for the year, the scope and methodology of this examination and review to be determined as agreed upon by the PNW PETS Board of Directors, in harmony with the intent of the RI Bylaws;

- 1 c. submit the above defined review to the Board of Directors and the OPCOM at the
2 Annual Meeting immediately following the scheduled PNW PETS, and
3 d. be invited to attend all PNW PETS OPCOM meetings but will not be a voting
4 member of the OPCOM.
5

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

7 This Manual of Procedure may be altered, amended or repealed and a new manual may be
8 adopted by a majority of the Board of Directors on the advice of the OPCOM.
9

10 **REVISION HISTORY:**

- 11 **1. October 1999 -- Manual completely revised, updated and adopted by Board of Directors
12 and OPCOM.**
13 **2. October 2001 -- Revisions recommended by OPCOM in Oct 2000 and July 2001 adopted
14 by Board of Directors and OPCOM.**
15 **3. March 2002 -- Revisions recommended by OPCOM in Oct 2001 adopted by Board of
16 Directors and OPCOM.**
17 **3. February 2003 -- Revisions recommended by OPCOM in Oct 2002 adopted by Board of
18 Directors and OPCOM. Manual completely reprinted to include changes to
19 date.**
20 **4. March 2004 -- Revisions recommend by OPCOM Oct 2003 and adopted by Board of
21 Directors. Administrative changes to correct wording and recognize changes
22 in MOP appendices incurred by putting the MOP on the PNW PETS Web
23 Page.**
24 **5. July 2005 & -- Revisions recommended by OPCOM and adopted by Board of
25 October 2005 Directors. Clarify wording for Appointment of Chair and District
26 Representatives, updating some job descriptions and administrative changes to
27 establish Annual Meeting and correct wording throughout. Manual
28 completely reprinted to include changes to date and to update MOP
29 presentation on PNW PETS Home Page.**
30 **6. August 4, 2007 - Revision to the Financial section and Reserve fund subsection.**
31 **7. March 2008 -- Revisions to eliminate District 5390, correct references to RCP,
32 reorganizes sequence of articles and rename and define Parliamentarian to
33 Archives Chair as an appointment.**
34 **8. November 2008—Revisions to update Workshop Leader selection and evaluation criteria,
35 revise Archives, Facilities and Registrar responsibilities.**
36
37 **9. August 2009 -Revisions to accommodate a new format for PNW PETS, revise the
38 language for the selection of Session Instructors and revise committee
39 responsibilities.**
40