

PEACH STATE MULTI-DISTRICT

PRESIDENT ELECT

TRAINING SEMINAR

(PETS)

REVISED MANUAL OF PROCEDURES

SEPTEMBER 2017

**MANUAL OF PROCEDURES
PEACH STATE MULTI-DISTRICT PETS
TABLE OF CONTENTS**

Mission Statement.....3
I. Introduction.....4
II. Purpose.....4
III. Multi-District Sponsorship.....4
IV. Timing of Seminar.....5
V. Length of Seminar.....5
VI. Site.....5
VII. PETS Administration.....6
 Operating Committee.....7
 PETS Committee.....7
 Executive Committee.....7
 Term Limits.....8
VIII. Appointment of Chairperson.....8
IX. Promotion of Seminar.....9
X. Seminar Format.....9
XI. Registration/Check-In.....10
XII. Seminar Speakers.....10
XIII. Seminar Curriculum.....11
XIV. Discussion Leaders.....12
XV. Seminar Materials.....13
XVI. Seminar Costs and Finances.....14
XVII. Job Descriptions.....15
XVIII. Evaluations.....21
XIX. Amendments to Manual of Procedures.....21

MISSION STATEMENT

The Peach State Presidents' Elect Training Seminar ("PETS") for Rotary Districts 6900, 6910, and 6920 exists to provide appropriate, comprehensive, and professional Rotary leadership training for the individual club Presidents Elect and club Presidents Nominee to prepare them for their role as President in the respective districts through an organized training venue which shall include exposure to leaders on the international level and shall be performed in an atmosphere of fun, fellowship, and inspiration.

MANUAL OF PROCEDURES

THE PEACH STATE MULTI-DISTRICT PETS

I. INTRODUCTION

The Presidents' Elect Training Seminar ("PETS") is as meaningful to Presidents Elect as the International Assembly is to the District Governor Elect.

The PETS is not intended to be a substitute for the District Leadership Training Assemblies, which are developed in a format and with a curriculum that is quite different. According to Rotary International, all Presidents Elect must attend PETS. 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 Leadership Training Assembly. It is of equal importance that the Presidents Nominee attend PETS and that a program be presented primarily for them.

PETS is designed to enhance the leadership abilities of those who have been selected to lead their Rotary clubs in the coming year and to insure that they have a thorough grasp of the basic fundamentals of a successful Rotary club. PETS provides the Presidents Elect with the invaluable experience of fellowship with Presidents Elect from their own and other Districts, as well as the unique opportunity of being with and learning about Rotary from Rotary International experienced Rotarians.

II. PURPOSE

The PETS is intended to be an intensive and working seminar. Its purpose is to broaden and enhance the leadership abilities and the knowledge of Rotary club functions of the Presidents Elect and to 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 should be focused on the Presidents Elect.

III. MULTI-DISTRICT SPONSORSHIP

The PETS offers Districts the opportunity to participate in a multi-district seminar. The advantages of a multi-district seminar are that it provides:

- the largest possible attendance of Presidents Elect,

- a more favorable seminar budget,
- the ability to attract the best speakers,
- the seminar curriculum leaders with the opportunity to reach more Presidents Elect at one meeting,
- a meeting size that creates maximum enthusiasm,
- the ability to obtain favorable consideration from the hotel involved, and
- a broader base for Rotary fellowship and the exchange of ideas.

The Districts that participate in Peach State PETS are Districts 6900, 6910, and 6920.

IV. TIMING OF SEMINARS

PETS should be held in February or March each year after the International Assembly at which the DGEs receive their training. It should also be at a time which avoids competition from District Conferences, District Leadership Training Assemblies, or other District or Zone meetings. One of the main purposes of the seminar is to impress upon the Presidents Elect the need for very early planning for their coming year as club president.

It is important that the appropriate RI Directors be advised of the dates under consideration for the seminar. For purposes of possible coordination, the Directors should be notified as soon as possible.

V. LENGTH OF SEMINAR

Rotary International has developed an intensive training program for DGEs at the International Assembly. It is important that adequate time be spent in training the Presidents Elect. A seminar lasting two or three days appears to be the most effective. This allows adequate time for travel, a strong agenda, relaxed overnight fellowship, all at a minimum expense. Currently the Peach State PETS format provides training to begin on Saturday morning and lasts through the Sunday lunch hour.

VI. SITE

The facility should be attractive and add to the importance of the event in the minds of those being trained. A transportation hub (particularly air) can be helpful in obtaining certain guest speakers. We want to maximize the opportunity for Rotary fellowship and the exchange of ideas. When choosing the site for PETS, consideration should be given to the need for an

adequate number of meeting rooms in which to hold individual workshop sessions, as well as banquet facilities large enough to hold all the attendees at the same time. It is recommended the hotel provide a room to temporarily store luggage prior to the opening session for late arrivals, as well as Sunday morning for those who must leave promptly. Space at the seminar site is at a premium and the schedule for participants to attend the plenary and breakout sessions is, of necessity, tightly controlled. There is neither space at the site nor time in the schedule for programs and presentations outside the established curriculum of the seminar nor is there time for participants to become involved in activities that may distract from the central purpose of the seminar.

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

- (1) This seminar is the first opportunity for the attendees, in their role of President Elect, to attend a Rotary activity large enough to make it economically feasible for authorized vendors to be present with Rotary licensed merchandise. Presence of these vendors gives the Presidents Elect the opportunity to personally evaluate Rotary jewelry and other accoutrements and amenities that may be useful to them in club service recognition programs or for personal use.
- (2) Presence of the vendors will not distract the attention of the PEs from the principal purpose of the seminar and the need to attend all scheduled sessions.
- (3) Presence of the vendors will not overly crowd the available space in the venue nor unduly restrict free circulation of the attendees during free time. The Facilities Chairperson will negotiate with the site representative to provide booth space for the Rotary licensed merchandise vendors to provide the services set forth above. Expense, if any, for this booth space will be borne by the respective vendors.

VII. PETS ADMINISTRATION

The Peach State PETS is an annual event sponsored voluntarily by the three Rotary Districts of Georgia. Nothing forces any District to remain. However, the level of excellence for PETS must remain so high that all Districts will want to participate. Rotary International, though not involved in PETS administration, format, or control, does authorize certain multi-district activities. So that Districts do not impulsively decide to join or leave the PETS program, a two-

year's notice is required and a District that decides to leave PETS forfeits their rights to any portion of the reserves. The PETS organization that is staffed by district representatives serves as the contracting unit to provide venue, speakers, and overall administration to the training activity in concert with each year's DGEs. The relationship of the PETS Organization to the districts is likened to the DGEs being the corporate customer and the PEs being the consumer.

OPERATING COMMITTEE

The Operating Committee is composed of the DG, the DGE, and the DGN for all three Districts and members of the Executive Committee defined below. The Operating Committee is the final authority for general PETS policy. If a vote should result in a tie, the final vote will be decided by the DGEs.

If a member cannot attend a meeting, they may give their proxy to another member of the Operating Committee. The Chairperson is to be notified by letter or email by the person who cannot attend the meeting and establish who has their proxy.

PETS COMMITTEE

The PETS Committee shall consist of the DG, DGE, DGN, and the DGND for all three Districts and their respective trainers, members of the Executive Committee defined below, the PETS Trainer/Curriculum Coordinator, the Program Evaluator, the Secretary, the Registrar, the Web Master, the Treasurer and Sergeant-At-Arms Chair. (Job descriptions outlining the basic tasks of the above positions are included in Section XVIII.)

The PETS Committee will normally hold four committee meetings a year – one in January, one at the conclusion of PETS, one in the late spring/early summer, and one in the fall. A reasonably accurate outline of the seminar program for the upcoming PETS will be presented at the January meeting.

EXECUTIVE COMMITTEE

The actual day-to-day coordination of the Peach State PETS is the responsibility of the Executive Committee. The Executive Committee shall consist of the General Chair and two Co-chairs who represent and are each respectively selected by their district. The Executive Committee is responsible for the establishment of contracts and obligations with consent of the Operating Committee. The Executive Committee shall meet from time to time at the calling of the

Executive (General) Chair. Members of the Executive Committee also serve as Facilities Chair, Materials Chair, and Food and Beverage Chair. At the beginning of the final year of a co-chair, the respective district shall select a successor who shall begin to meet with each committee in a non-voting capacity.

TERM LIMITS

The district-selected co-chairs may not serve more than two three-year terms. If a co-chair serves in an unexpired term, that service shall not preclude the co-chair from serving two regular three-year terms. DGs, DGEs, DGNs shall be members of the Operating Committee for the duration of their Governor preparation and year of service. All other members of the PETS Committee, including but not limited to Treasurer, Secretary, Registrar, Webmaster, Curriculum Chair, Program Evaluator and Sergeant-At-Arms Chair serve on a year-to-year basis at the pleasure of the Operating Committee. These individuals should be selected and approved each year at the January meeting. DGNDs shall be members of the PETS Committee and shall serve as non-voting members.

VIII. APPOINTMENT OF EXECUTIVE COMMITTEE CHAIRPERSON

Since PETS is a multi-district function, all districts should be given the opportunity to participate in the leadership role. The Executive Committee Chairperson shall be a PDG and the assumption is that each District should always have such a person qualified to be Chairperson. The job is not an honorary one and it is recommended that the person selected first serve as a District Trainer or be an RLI Discussion Leader. The Executive Committee Chairperson is to rotate through the three Districts. The position is to be held for two years. If a District wants to pass on their turn to have a PDG serve as Executive Committee Chairperson, the current DG is to notify the Executive Committee in writing. (There may be no one available and/or qualified to accept, etc.). In this event the Executive Committee Chairperson will be selected by the Executive Committee.

The District's PDG who is their representative to the executive committee as the next Chairperson shall attend at least the meeting held at the conclusion of PETS and the late spring/early summer meeting. In the next ensuing Rotary year, the person selected shall serve as the Chairperson. Each District may use a process for the selection of its respective PDG representative to the executive committee as best suits the Districts. It is the responsibility of the District Governor to assure that a candidate is selected who is prepared to serve the two-year commitment as Chairperson.

IX. PROMOTION OF SEMINAR

Early promotion of Peach State PETS is one of the most important ingredients for a successful PETS. Promotion should occur throughout the year, particularly after the new DGs take office. Each DG should include the PETS dates in the district directory and should promote PETS during club visitations and in newsletters.

X. SEMINAR FORMAT

A weekend seminar of a day and a half is most effective. Every effort should be made to make the most efficient use of the time of the Presidents-Elect. They will expect a stimulating and worthwhile seminar to compensate for their time.

The typical format will provide for each District to set up their room for their meetings on the Friday before PETS. Registration will be conducted Saturday morning at the same time as breakfast is served. Breakfast is to be followed by the first plenary session which is individual district meetings for Presidents-Elects and President Nominees with their DGEs, DGs, DGNs and Assistant Governors (AGs). This will be followed by breakout sessions, lunch, and more breakout sessions. Afterwards there will be a reception and dinner with a speaker.

On Sunday, following breakfast, individual district sessions will be held. The PETS concludes with an inspirational speaker at the Sunday luncheon.

Certain modifications may occur from year to year as deemed advisable by the Operating Committee. The current format calls for five sessions, two of which are reserved for the DGEs to meet with their Presidents-Elect, DGs, DGNs and AGs. The remaining three sessions are reserved for multi-district seminars to cover various seminar subjects. The multi-district seminars will focus on covering topics of interests to all three districts and Rotary International.

It is important that the participants can relate to the district officers with whom they will be working. This is why all highly visible assignments on the seminar program, such as invocations, introductions, welcoming remarks, etc., be assigned to DGs, DGEs, and DGNs.

A very important session for the next year's PETS Chairperson is the critique immediately following the concluding lunch. This is attended by the Operating Committee members and others deemed appropriate by the Operating Committee. The input at this meeting is crucial to

the success of the next year's PETS. Next year's dates are confirmed and decisions are made as to what to repeat and what to change.

At the Operating Committee meeting in January, a list of exhibitors requesting tables for PETS is to be reviewed and determination made as to approval.

XI. REGISTRATION, CHECK IN

A first impression of organization and professionalism should greet the PEs and PNs upon their arrival at the hotel.

Easy parking, friendly greetings by a PETS committee guide in the lobby, efficient PETS registration check in, a friendly handshake by the DG, DGE, and DGN, and a warm, expedient check-in by the hotel will go a long way to starting the PEs and PNs off in the right frame of mind.

As registration forms (forms are provided by the Registrar) are received, the Registrar will compile the list of registrants by name, address, club, District, and payment.

The Registrar should be available for any new registrations or registration problems.

Presidents-Elect and Presidents-Nominee will receive name tags (large enough to be read) identifying their name and Districts. Different colors will be used to indicate the different Districts.

XII. SEMINAR SPEAKERS

The seminar format calls for group meals. Consideration should be given to having a major speaker at each presentation or event. An effort should be made to obtain Rotary International General Officers or RI Committee Chairpersons to be speakers.

If at all possible, the RI Director for the Zone should be one of the speakers or, at the very least, be introduced and encouraged to make a few brief comments.

When choosing speakers, Peach State PETS is not limited solely to Rotarians. There are many excellent motivational speakers who are not Rotarians who could add greatly to the success of

the seminar. One of the purposes of PETS is to enhance the leadership abilities of the Presidents-Elect and a speaker who will contribute to that end is the speaker who should be engaged.

The important consideration in choosing speakers is that they have the ability to communicate effectively and enthusiastically. The speakers opening and closing PETS should be highly motivational. Speakers will have their travel, lodging, and meals paid for by the PETS Operating Committee.

XIII. Seminar Curriculum

The format used for presentation of the PETS program provides for approximately 15 to 16 hours of instruction /information presentation throughout PETS seminar. The breakdown of this time is divided into three general types of presentation. There will be four plenary sessions of approximately 1.5 hours each. Plenary sessions will include a meal and featured speaker or program. The total time for these activities will be approximately 6 hours. In addition to the plenary sessions, there will be three (3) hours of discussion/information sessions that are intended for all President Elects and President Nominees in attendance at PETS. The discussion/information sessions are intended to provide participants with content designed to help the club leaders have a successful year. The last group, but potentially most important group of training/information sessions, includes approximately 6.5 hours that has been reserved for the exclusive use of the District Governor Elect. This time is intended to provide the DGE with time to deliver district specific information and training that has been designed to serve the individual needs of each district.

In experimenting with different approaches to curriculum coverage, it is easy to swing from the all inspirational, motivational, general leadership program to one of just the “nuts and bolts” of operating a Rotary club. Hopefully, we should keep striving for just the right balance of “nuts and bolts” fundamentals (so the Presidents-Elect won’t embarrass themselves or the clubs when the DG comes to visit) coupled with inspired leadership motivation to accomplish the objectives of Rotary and make their year the most outstanding in their club’s history.

A mealtime speaker, addressing all assembled, followed by workshop sessions should comprise the basic format.

The sessions held by the DGEs will complement district concerns as they discuss with their Presidents-Elect the organization for the year, goals, communication with the district, district programs, and governor's visits.

The operation of Rotary International, major programs of Rotary, inspirational topics, and general leadership techniques will be highlighted at meals and plenary sessions.

Care should be taken that club or district "pet projects" or solicitation announcements do not clutter the PETs program. If necessary, worthwhile projects can be displayed or shown during receptions and free times provided that they have prior approval of the Operating Committee.

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

XIV. Discussion Leaders

The role of discussion leader as a facilitator for the breakout groups is critical to the overall success of the general breakout sessions for President Elects and President Nominees. The general breakout sessions are designed to help new club leaders become knowledgeable of and more comfortable with the role and responsibilities of leading their respective Rotary Clubs. The role of a discussion leader is to facilitate each of the breakout sessions, to encourage seminar participants to share their experiences and knowledge while also avoiding a scenario where one individual or group is able to dominate the session. The role of discussion leader may vary from the role of a traditional discussion leader to fulfilling a broader role that is more of a facilitator as might be seen in a panel discussion format of breakout.

Each year the PETS Trainer/Curriculum Coordinator will work with the DGEs to update and revise the general curriculum for the breakout sessions and based on these changes, the curriculum coordinator will also advise the DGEs of the number of individuals and desired experiences for the discussion leaders/facilitators that will be needed from each district to staff these important training positions. The curriculum content that will be presented during the breakout sessions will tend to dictate the general preparation and experience that the ideal discussion leader/facilitator will possess.

The Trainer/Curriculum Coordinator in concert with the DGEs will establish the written goals and objectives for the breakout session leaders (discussion leaders, facilitators, panel leaders,

etc.) and will maintain close contact while providing clear directions on what their duties are in preparation for their respective sessions.

The Trainer/Curriculum Coordinator will also plan and implement the annual training session for all breakout session leaders. Normally this training event is scheduled to occur in coordination with the regular PETS planning meeting at the end of January. All discussion leaders/facilitators must attend the training session every year.

The Trainer/Curriculum Coordinator should be responsible for providing any approved handouts that may be used in connection with a topic. The Trainer/Curriculum Coordinator should also inform the Executive Committee of any audio-visual equipment that may be needed to support the breakout sessions. It is recommended that the role of discussion leader/facilitator be limited to a three year cycle; however, in the event of extenuating circumstances, veteran discussion leaders/facilitators may be invited to return beyond the three year cycle.

Following each session, participants will be asked to complete evaluation forms included in their materials and leave them with their Discussion Leader for that session. The Discussion Leaders are to place the evaluations in a container at the Registration desk. The Secretary is responsible for packaging and transmitting the evaluations to the designated evaluator for summation of the evaluations. The results of the evaluations is to be shared with the DGEs, DGNs, the Executive Committee, and the Operating Committee.

XV. Seminar Materials

Everything concerning PETS should be of high quality and should be included in the information provided to each PETS participant.

At registration/check-in each attendee will be provided the following materials:

A schedule of sessions

Program

Name Badge

Seminar materials

Other materials the PETS committee considers beneficial will also be provided to the attendees. Materials identified for supplemental distribution will vary from year to year and will reflect the

desired preferences of the DGEs as well as the PETS curriculum. The DGEs must make arrangements in advance with Rotary International to send the Club Presidents Workbook directly to PETS if it is to be distributed to the Presidents-Elects.

XVI. Seminar Costs and Finances

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

The budgeted income should be sufficient to cover all costs of promotion, speaker expenses, operating committee expenses, materials for the participants, hotel, and meals.

Arrangements for collection of registration fees and other income and authorization of expenditures are the responsibility of the Operating Committee. The Committee should charge each club one registration fee to cover the pro-rata (exclusive of transportation and room) cost of attendance of one President-Elect and one registration fee to cover the Presidents-Nominee. The Committee should advise each DGE of the planned registration fee for the future year sufficiently early to allow each club to provide for this expense in their budget. (It is expected this registration fee will be paid by the President-Elect's Rotary Club.)

During the individual District sessions, when the Presidents-Elect meet with their DGs and DGEs, they should be reminded to budget for the registration fee and President-Elect's hotel and transportation costs for next year's PETS. Districts and/or clubs may wish to subsidize the travel costs of Presidents-Elect because of the distances involved, but this is a matter to be handled solely by each District or club. The PETS registration fee, room and transportation cost for attendance by the DG, DGE, DGN, and AGs is the responsibility of the individual District. As well, any other expenses not covered by the regular club registration fee are the responsibility of the District.

Accountability for all fees paid and records of paid registrations is the shared responsibility of the Web Master, the Registrar and the Treasurer.

The seminar expenses should be ordinary and necessary. The major cost will be with the hotel for rooms and meals. Therefore, the PETS committee should, where possible, assign an experienced person to negotiate with the hotel. A favorable room rate should be negotiated.

Quite often, due to the large number of attendees, hotels will discount the rates for required suites, or provide a certain number without charge. Principle expenses will follow the detail shown in Exhibit A.

Costs of administration for PETS Committee shall include items such as office supplies, printing, postage, copies, decorations, name tags, speaker gifts, Discussion Leaders recognition, attendance at PETS Alliance, and other administrative costs deemed appropriate by the PETS Committee.

The PETS Committee is to ensure that the Peach State PETS yearly operating budget maintains a contingency fund of no less than 100% or not more than 125% of the annual budget required for PETS. The document retention policy is to maintain all records for 5 years after which the records are to be shred.

XVII. Job Descriptions

DGEs

The DGEs shall be consistent with the responsibility placed upon them by the current Rotary International Manual of Procedures for the education and training of Presidents-Elect which states that the DGEs shall:

1. be allocated a minimum of five hours in meetings between the DGEs and their Presidents-Elect;
2. develop and approve the final PETS program;
3. recommend discussion leaders, ensuring an equitable representation of leaders from each District;
4. work with their District trainers/Curriculum Coordinator in developing training materials and conducting the training session for the PETS Workshop Leaders;
5. select the plenary speakers.

DGNs

The District Governor Nominee is a vital member of the PETS Committee. The DGN has several major roles with unique duties depending upon the District. The primary tasks of the DGNs are as follows:

- 1) To attend all PETS planning sessions.
- 2) To observe and shadow the DGE to prepare for the next year's PETS.
- 3) To contact and encourage all president nominees to attend PETS.
- 4) To work with the other DGN's to insure an informative plenary session on Saturday, remembering that it is a joint session for the three districts.
- 5) To devise, prepare and execute the Sunday breakout session, if used, utilizing the various leaders in the district, e.g. Foundation, Membership and service chairs.
- 6) To include the DGND in planning and preparation for next year's PETS.

Chairperson

The Chairperson shall:

1. be responsible for overall planning and direction of the seminar;
2. be responsible for promotion of attendance at the seminar, including motivating DGs and DGEs to work at getting their Presidents-Elect to attend and supplying forms to DGs to assist clubs to register PEs during their club visits, direct mail to Presidents-Elect (if necessary) and any other promotional activities that will help ensure attendance;
3. appoint a Treasurer to handle all the cash received, be responsible for paying approved bills, preparing a final statement in audited form and assist with financial matters at the PETS seminar;
4. appoint a Registrar and give advice on the duties and responsibilities, assure that the Registrar is familiar with computer formats and can have prepared lists for the committee and hotel registration, obtain lists of incoming club presidents from DGEs, and send announcements and registration forms to them;
5. make recommendations to the PETS Operating Committee for the individuals to serve on an audit committee to perform an examination and review of PETS accounts;
6. set the seminar fee and establish a budget to be approved by the Operating Committee;
7. approve all expenditures;
8. have a final statement prepared and assure the turn-over of any cash balance and other material to the next Chairperson;

9. compose agenda and conduct planning meetings;
10. obtain speakers and assign aides to the speakers;
11. select gifts for Speakers/Presenters/Committees;
12. oversee plenary sessions;
13. compose time line for PETS meetings;
14. send appropriate thank you notes;
15. select members to attend PETS alliance;
16. select menus or meals and breaks and confirm number with hotel;
17. determine decoration for tables at meals;
18. and work with Facilities Chair to finalize future contracts.

Facilities Chairperson

The Facilities Chairperson shall:

1. be responsible for all contact and negotiations with the hotel, including arrangements for meeting rooms, signs, tables, microphones, meals, and participant lodging including the forwarding to the hotel the rooming/registration list prepared by the Registrar and return to the Registrar the hotel room assignment list;
2. arrange assignment of the complementary rooms provided by the hotel and arrange accommodations for special guest speakers, VIPs, etc.;
3. set up all rooms used for PETS including Vendors and Exhibitors including spaces and contracts;
4. approve all charges to the master account at the hotel and reconcile final bill;
5. arrange special rate parking for registrants;
6. coordinate with the Sergeants at Arms, discuss physical layout, hotel services, and meeting facilities including assigning space to approved merchandise vendors;
7. determine the Registrar;
8. work with the Materials Chairman to determine audio-visual needs;
9. work with Discussion Leader Coordinator to determine needs for all training sessions;
10. provide hotel layout to materials chair;
11. ensure credit card machine is set up to take credit cards on site;
12. be responsible for production;
13. ensure district registration set-up for PETS and appropriate information in registration packets;
14. be responsible for formally inviting approved merchandise vendors to be present at PETS and provide insert materials for the PE registration package.

Materials Chairperson

The Materials Chairperson shall:

1. be responsible for the overall program of the seminar from Saturday morning through the conclusion Sunday afternoon;
2. furnish the program content and schedule and oversee the preparation and printing of the program;
3. design the content for all workshops, obtain DGE approval, and instruct all workshop leaders relating to their sessions with the participating Presidents-Elect;
4. establish written goals and objectives for the workshop leaders, maintain close contact with them while providing clear directions on what they need to do to prepare for their sessions;
5. be responsible for the preparation, content, and distribution of all educational material to be presented to the participants at PETS and participate in the appraisal process to ascertain whether modifications or additions are necessary;
6. be responsible for ordering conference binders, if deemed necessary, and incorporating materials, programs, and session schedules therein.

PETS Trainer/Curriculum Coordinator

The Discussion Leader/Curriculum Coordinator shall:

1. conduct a Discussion Leader/Facilitator Training Session of approximately six hours before the beginning the PETS. Discussion leaders should be encouraged to use discussion and participation techniques;
2. assign the Discussion leaders in coordination with the PETS Committee and correspond with them to secure their written commitments for conducting the workshop sessions;
3. train the workshop leaders;
4. determine and then obtain, through the Facilities Chairperson, the instructional equipment to be available for use in all workshop sessions;
5. work with the Evaluator to design the evaluation instrument and deliver it to the Materials Chairperson;

6. correspond with specific committee Chairpersons and the Peach State PETS Chairperson, notifying them of any actions taken, budgeted needs, and completion of any assignments made at their request that fall within the their duties;
7. secure the consensus of the PETS Committee for approval of any changes by the Materials Chairman (content, assignments, etc.) concerning the instruction/discussions that are given/facilitated by the Discussion leaders;
8. at the conclusion of each PETS, prepare for and participate in a critique of the workshop sessions and an evaluation of the workshop leaders;
9. suggest program and educational content to the DGEs for their meeting with their Presidents-Elect.

Secretary

The Secretary shall:

1. take minutes of all meetings of the full PETS Committee and Operating Committee;
2. maintain all committee files and records;
3. maintain and oversee the summarization of the evaluations;
4. be responsible for securing all minutes and correspondence from the past Chairperson in order to record and maintain the continuing story of Peach State PETS;
5. ensure that any action taken by the Executive Committee is incorporated into the PETS Manual of Procedure.

Sergeant at Arms Chairperson

The Sergeant at Arms Chairperson shall:

1. 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;
2. train the Sergeants at Arms in their tasks;
3. assure that participants are in their designated areas on time and assist at the registration desk as required;
4. be responsible for the seating arrangements of the head tables and/or reserved tables in coordination with the Facilities Chairperson;
5. be responsible for the safe storage of seminar training material as well as equipment and supplies required by workshop leaders;

6. assure that the session room signs are properly displayed and rotated or posted as required prior to the next scheduled use, supervise the 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 require;
7. distribute and collect evaluation forms for each workshop session and give them to the secretary.

Registrar

The Registrar shall:

1. be responsible for design of registration forms required by Operating Committee;
2. receive all registrations from clubs, recording names of registrants, club/district statistics, and payment made; turn funds over to Treasurer and check off against district list of Presidents-Elect;
3. identify registrants by club size, as required, for assignment to group sessions;
4. be prepared to print out, periodically, the status of registration for follow-up purposes;
5. 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;
6. assist his/her successor in the arrival registration process at PETS;
7. be responsible for name tag holders and name-labels.

District Trainers

The District Trainers shall:

1. preferably be a graduate of RLI Discussion Leader Training and/or a person with special knowledge on the topic;
2. be responsible for all training in the breakout sessions for the PEs at PETS.

Treasurer

The Treasurer shall:

1. be responsible for receiving and recording all income and expenses of PETS; prepare all disbursements from PETS account for payments of PETS expenses as approved or within the guidelines prescribed by the Chairperson;
2. 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;
3. assist the Chairperson in preparing a budget for the Operating Committee and monitor expenditures against such budget;
4. prepare a final statement of income and expenses and cash accounts of PETS, and provide all required information for review by the appointed auditor;
5. assist with confirmation of meal count in coordination with the Facilities chair.

Webmaster

The Webmaster shall:

1. maintain on-line registration for all participants and vendors, registration reports and confirmations, and transfer of funds to the Treasurer;
2. provide weekly updates to the Chair of the Executive Committees;
3. provide DGE, DGN, and district trainers with information as requested;
4. post all information submitted by the DGEs and the district trainers on the website.

XVIII. Evaluation

The Evaluator is responsible for establishing a procedure for collection of data from the PEs and documenting the information for analysis and use by the PETS Committee in evaluating the effectiveness of PETS.

XIX. Amendments to Manual of Procedure

This Manual of Procedure may be altered, amended or repealed and a new manual may be adopted by a majority of the Operating Committee at the advice of the Executive Committee.