

District Pre-PETS Agenda

Total Program Time: 4-6 hours (estimated)

Part 1

Welcome and Introductions
Introduction of DGE

Part 2

Opening Remarks (DGE)

Rotary International Theme for Rotary Year (DGE)

- RI Goals and Emphases for Rotary Year

Role of the Governor and the District (DGE)

- Introduction of Assistant Governors
- Introduction of District Leadership Team

District's Goals and Objectives for Rotary Year - Assist the clubs achieve the following (DGE)

- All Clubs focus on furthering the Object of Rotary
- Improve Rotary's Public Image (specific goals)
- Membership (Specific goals)
- Rotary Foundation (Specific goals)
- Provide a network of services and support to all clubs – Club/District Leadership Plan
- Effective Club, Vocational, Community and International Service
- Increase awareness and participation in Rotary's Youth Programs
- 100% Club Participation at District Assembly
- % ROTARIAN attendance at District Conference
- # of Rotary Leadership Institute Part 1 attendees
- 100% Presidential Citation District

Part 3

Planning for an Effective, Vibrant Rotary Club (District Trainer/Training Team)

- Effective Club President = Effective Rotary Club
- Club Self Analysis (RLI Part 2 has an excellent, thorough Club Self Analysis)
- Attainable Goal Setting
- Club Trainer, Club Assemblies; Develop a comprehensive Club Training program
- Effective Communication between Club Leaders, Club Members and District Leaders
- Development of future Club Leaders; Rotary Leadership Institute (RLI)
- Development of future District Leaders; District Leadership Seminar
- Review and amend Club bylaws to reflect the current status/needs of the Club
- Provide opportunities to develop stronger relationships among fellow club members
- Effective, realistic engagement of most members possible in a club program or function
- Review and amend Club's Committee structure to meet the current needs of the club

Part 4

Characteristics of an Effective Club President (District Trainer/Training Team)

- Meetings should be a good representation of Rotary for all members and guests
- Familiar with Rotary protocol and procedures
- Good Communicator, in regular communication with club leadership/committees
- Communicate regularly with Assistant Governor
- Embrace Rotary Club Central and use this club management tool effectively
- Macro-manage, NOT Micro-manage
- Club President for more than one hour a week. Don't be a 'gavel' president

Part 5

Information Resources and Planning Aides (District Trainer/Training Team)

- Club Presidents Manual and Club Officers' Kit (manuals for officers and committees)
- Rotary International Manual of Procedure
- Rotary Club Central (overview)

Membership (District Membership Committee Chair and Committee Members)

- Historical Membership Data –District & Club (Five-year report from RI)
- Presentation of services/programs District will offer clubs (Seminars, workshops, etc.)
- Membership Goals Sheet for RY (hard copy in addition to RCC – reinforces goals)

The Rotary Foundation (District Rotary Foundation Chair and Committee Members)

- Historical TRF Data – District & Club (MCR, CRS)
- Promotion of GSE/VTT, District/Global Grants, Workshops & Seminars
- TRF Goal Sheet and other forms (hard copy in addition to RCC)

Service Projects (Avenue of Service Chairs/Committee Members)

- Vocational, Community & International Service
- Menu of Service Opportunities for Clubs

Youth Service (Youth Service Committee Chair/Committee Members)

- Rotary Youth Exchange Commitment forms (needed for upcoming RY)
- RYLA promotion
- Interact/Rotaract presentation for clubs which do not sponsor these programs

Public Image (Public Image Chair/Committee Members)

- Social Media opportunities
- Connecting the membership
- Effectively promoting the club's *Distinctive Position* in the community

Club Administration (Club Service/Admin Chair, District Secretary, District Treasurer)

- RI and District Dues – Club Invoices (formerly SAR)
- *District and Club Database* – DaCdb tutorial
- *My Rotary* tutorial (rotary.org)
- *Rotary Club Central* tutorial

Part 6

Communication Tools (District Communication Officer)

- District Directory
- District Website
- Governor's Monthly Newsletter
- Monthly/quarterly meeting with Assistant Governor
- Club Website
- Club Newsletter/Bulletin

Review of Rotary Year Calendar; Remainder of PE year and President's year (DGE)

- Key District events; District Assembly, Conference, Seminars, RLI
- Preparation for the District Governor's Official Visit
- Inviting District Governor and Assistant Governor to Club events

Part 7

Preparation for PETS (DGE/District Trainer)

- Take seriously and complete four self-study assignments (bring to PETS)
- Make sure PETS registration and hotel reservation is completed
- Review how PETS training will be structured
- Encourage visiting the Rotary Florida PETS website for answers to most PETS questions
- Read the PETS emails which have comprehensive information on what to expect
- Promote and encourage the Thursday afternoon 'optional' sessions
- Attendance at all Friday & Saturday sessions at PETS are expected
- Promote the House of Friendship and the Rotary Store
- Attire; Rotary casual except for Friday dinner which is business attire
- Promote the Hospitality Suite
- Encourage spouse attendance; promote spouse sessions