



# Preparing for PETS

## For incoming club presidents



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# Purpose

The purpose of the Presidents-Elect Training Seminar (PETS) is

- To prepare you for your year as president
- To give the District Governor-Elect and Assistant Governors the opportunity build a working relationship and motivate you for a successful year





# Training Topics

The RI Board has recommended the following topics be covered at PETS:

- Presentation of the RI theme
- Role and responsibilities of club president
- Goal setting
- Working with your club and district leaders
- Club administration
- Membership
- Service projects
- The Rotary Foundation
- Public relations
- Annual and long-range planning
- Resources





# Logistics

As President-Elect, you are required to attend PETS in order to prepare for your year of service. The 2009 PETS will be held on March 20<sup>th</sup> at the Abbeville Public Library. This year, it will be a an intensive one day meeting of both plenary and group discussion sessions.



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# Resources

Please review the following resources before PETS:

- [\*Club President's Manual\*](#)
- [\*PETS Discussion Questions\*](#)
- [\*Planning Guide for Effective Rotary Clubs\*](#)

You will receive additional training and support materials when you arrive at PETS





# Club President's Manual

The *Club President's Manual* outlines your role and responsibilities. The chapters of the manual correspond to topics we will cover at the seminar. Each chapter also includes worksheets. You should review these worksheets in the *Club President's Manual* prior to PETS.

You can download or review a copy of the *Club President's Manual* from:  
[http://www.rotary.org/RIdocuments/en\\_pdf/222en.pdf](http://www.rotary.org/RIdocuments/en_pdf/222en.pdf).





# PETS Discussion Questions

Answering the discussion questions in each chapter of your *Club President's Manual* in advance will ensure that your time at PETS is spent discussing issues and sharing strategies rather than covering basic information.

Sample discussion questions include:

- How will you ensure that your club's goals are achieved?
- How will you work with your club's board of directors?
- How will you ensure that your club's finances are managed responsibly?





# Review Your Club's Goals

Before you attend PETS, you should meet with your club's leadership to review or set your club's long-range goals. Chapter 9 of the *Club President's Manual* includes a long-range goal setting worksheet that you should complete before PETS.

Reviewing these goals before the seminar will provide for a more effective goal setting session when you meet with your Assistant Governor at PETS.





# Club Assessment

The *Club President's Manual* contains the *Planning Guide for Effective Rotary Clubs* which allows you to assess the current state of your club. Before PETS, you should work with your club leadership to

- Assess your club's membership situation
- Discuss current and past service projects and the needs of your community
- Identify ways to improve support for The Rotary Foundation
- Gauge the club's potential for future leaders by reviewing club attendance at important district events and participation in district activities





# Goal Setting

During PETS, you will work with your Assistant Governor to begin setting goals for your year using the *Planning Guide for Effective Rotary Clubs*.

You will be required to set goals for your club in the following areas:

- Club Administration
- Leadership Development
- Membership Development
- Public Relations
- Service Projects
- The Rotary Foundation





# District Resources

As President-Elect, you should incorporate District and Rotary International projects and programs into your club goals and plans for the coming year.

During your year as President, your Assistant Governor is available to assist you in achieving your club's goals. Your Assistant Governor is your primary district resource.





# Preparation

Please take the time in the next few weeks to prepare yourself for your PETS. If you do not review the materials, meet with your club's leadership, and prepare, you will not get the maximum benefit from this training opportunity and it will be your club which suffers.

Your District leadership team looks forward to meeting you and working with you to assure your club's success in the 2009-2010 Rotary year!



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