

TRAINING MATTERS

Rotary Florida Presidents Elect Training Seminar

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Message from the PETS Training Staff

PE's, You already have your first homework assignment behind you. This will be the second of four Training Matters you will receive in preparation for your time at PETS. These projects are sent to you every other week in order to give plenty of time to work on them.

Make the most of these assignments, as they outline important aspects of your upcoming club presidency.



To get maximum benefit from your Florida PETS experience, you need to take these self-study projects seriously as well as any tasks your District Governor-elect gave you at Pre-PETS in your District.

Our objective is to have you come to Florida PETS with the basic fundamentals. You can devote your time at PETS to focusing on the best practices of being an effective Club President and a strong Rotary leader. You will find that these projects relate to all of the four group breakout sessions you will be participating in at PETS.

The entire Rotary Florida PETS 2017 Training Team is committed to making this Rotary Florida PETS a rewarding experience for you, both from an educational perspective but also from an interpersonal Rotary experience, keeping in mind the First Object of Rotary..... The development of acquaintance as an opportunity to serve.

Assuring you our very best attention in serving your Rotary educational needs.....

Robert W. Arnold Sr.

Robert W. Arnold Sr.
Training Coordinator
Rotary Florida PETS 2016

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Self-Study Project #2

Resources: Club President's Manual (Lead Your Club)
Chapter 2: Club Management

Part One ~ Board of Directors Meeting Agenda

Create a comprehensive agenda template for **YOUR** monthly Board of Directors meeting. This is it, short and sweet but extremely beneficial to you during your presidential year. Once you get started, you may find it is more involved than you originally thought. You should be structuring the agenda how **YOU** think it should be, not necessarily what your club has used in the past. Remember, the scariest phrase in Rotary is "that's the way we have always done it".



A common best practice for a board meeting agenda is to include:

**** Secretary's Report:** Review and approval of the minutes of the previous board meeting

****Report on Terminated Members / New Member Proposals**

****Treasurer's Report:** Review and approval of the club's financial reports

****Club Committee Reports:** Membership, Rotary Foundation, Club Administration, Youth Services, Public Image, Service Projects, Club Fundraising, etc.

****New Business/Old Business**

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Self-Study Project #2

Resources: Club President's Manual (Lead Your Club)

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Part Two ~ Weekly Club Meeting Agenda

Create a detailed weekly club meeting agenda with timed segments. We all know that part of what makes a meeting successful is starting on time and ending on time. Your timed agenda can be a viable asset in helping you achieve this objective.

Different Rotary clubs operate on different time frames, depending on how long their meetings are, i.e. one hour; hour and a quarter; hour and a half, etc. Make it work for your Rotary club. Items you may want to consider (but to which you certainly are not obligated or limited to), and in no particular order, are:

** Call the meeting to order

** Non-denominational Invocation / Thought for the Day / Motivational-Inspirational message

** Pledge to the Flag -or- Toast to the Queen, Song of the Day (if you are a singing club)

** Introduction of guests and visiting Rotarians

** Guest speaker / Program for the Week / Member Vocational Presentation

** Announcements / upcoming club and/or district special events

** Happy dollars

** 50/50 drawing / raffle prize drawing

** Rotary information segment / Rotary "minute" / Rotary Trivia

** Thanking of guests and visiting Rotarians

** Closing of meeting / Reciting Four-Way-Test

It is a best practice for a meeting agenda to include the functionary who will handle each assignment on the agenda, such as the *President, Secretary, Sergeant at Arms, Club Committee Chair*, etc.

When you have completed the above project you will have reached the second plateau - Congratulations, you are half-way to Florida PETS....and as always, have some fun with this!

Tip: The Presidents-Elect Training Seminar, or PETS, is the singular most important training event for Rotary leaders at the club and district level. It is the launch platform for success that provides club Presidents-Elect a tremendous opportunity to learn, network and otherwise prepare for a stellar start to one's Rotary year as Club President.

