

TRAINING MATTERS

Rotary Florida Presidents Elect Training Seminar

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Message from The PETS Training Staff

Now that you **have completed** your first and second homework assignments, you are half way through the preparation for PETS. This new Training Matters focuses on creating board and club meeting agendas. Think about meetings in your club that went smoothly and then some not so well. Usually the difference was in how well the agenda had been created. After completing this assignment, look forward to receiving Training Matters Four. The Training Team is anxious to help you prepare for your year as president of your club. The better prepared you are when you get there, the more we can do.



At PETS, you will be divided into groups based on the size of your club. The group break out sessions are geared to all aspects of your experience as president. The homework assignments are designed to prepare you to interact with the PETS Trainers and the other Presidents Elect during your breakout sessions and other times during the entire PETS program. You will be among other PEs with similar questions and ideas to share, prepare for a terrific learning experience.

If you have not received either of the first two assignments, please email me at mrrotary@tampabay.rr.com so we can resend them to you. All Training Matters will be posted on the website as they are sent out.

The entire Rotary Florida PETS Training Staff is committed to providing you with the best Information available and the best environment for your PETS experience.

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

Robert W. Arnold Sr.

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Self-Study Project #3

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

The Club Organizational Chart

Develop an organizational chart of your Rotary club for use during your year as President. How you construct it is up to you, but you will most likely want to include your officers, directors, committee chairs, subcommittee chairs, and perhaps anticipated committee members as well.

Rotary International has a suggested format/chart in the President's Manual, There are different software programs you can use, and there is always the fallback of drawing it out by pencil on a legal pad. The format should work for you.

The lesson is that without a clear and defined organizational chart, your club will not be able to function effectively. It is entirely up to you, as President, to provide that leadership and structure. The President's manual gives you more detailed information about the committee roles so you are not just simply putting names on a spreadsheet. Each committee has value and knowing the role of each allows you to answer the first question you receive after you ask someone to serve on a committee, which is, "what do I do?"



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, net-