

GUIDELINES FOR
HEARTLAND PETS/SETS PLANNING COUNCIL
(Revised August 30, 2010)

A Multi-district committee was established in October 1996 to provide for an annual multi-district meeting known as Heartland PETS for Rotary Districts 5670, 5690, and 5710. In 1998 the name was changed to Heartland PETS/SETS. District 5650 became a member effective with the 2007 Heartland PETS/SETS (hereinafter referred to as HPETS).

- I. Name - The Multi-District Committee is known as the Heartland Rotary PETS/SETS Planning Council, and it is referred to herein as “the Council”.
- II. Purpose – The purpose of the Council is to plan, organize and implement an annual Presidents-elect and Secretaries-elect training seminar for a dual purpose:
 - a. To train incoming Rotary club presidents and secretaries (and other club officers as the Council may select), and
 - b. To provide an annual educational program to update current and past club presidents and club secretaries (and other Rotarians as the Council may select).
- III. Membership - The Council is comprised of three (3) voting members from each district, which shall be the District Governor, the District Governor-elect, and the District Trainer, and one (1) non-voting member from each district, which shall be the District Governor-Nominee.
- IV. Officers – The three officers of the Council shall be the Chair, Secretary, and Treasurer. The Chair must be a District Governor-elect, rotating to a new District each year in the following order: Districts 5670, 5710, 5650, and 5690. The Secretary and Treasurer shall be appointed by the Chair and approved by a majority vote of the Council. These officers shall not be District Governors-elect. The immediate past General Chair (Sec. VII) shall be an ex-officio member of the Council.
- V. Meetings – The Council shall hold four regular meetings each year, with the first in July, the second in September or October, the third in January or February, and the fourth in conjunction with the annual HPETS. The Chair may waive any meeting with the advice and consent of the Council. The times and places of the mid-year meetings shall be established by the Chair at the July meeting, with the advice and consent of the Council. Additional meetings may be called by the Chair.
- VI. Appointments – Officers for the next fiscal year beginning July 1 are approved by the Council at its last regular meeting, usually in April in conjunction with HPETS.
- VII. Committees - Committees shall exist to plan and oversee the details of the annual HPETS. These committees shall be: Steering Committee, Program Committee, Arrangements Committee, Operations Committee, and Registration Committee. The members of each of the committees except the Steering Committee shall be

approximately equal in number and chosen from among a pool of twenty people, five from each district, appointed by the Governor of the respective districts and selected from among the Past District Governors and past presidents of the clubs in the respective districts. At least two of the five from each district must be past club presidents who have not served as District Governor.

The five committee members from each district shall serve for staggered terms of two years each, with the terms beginning July 1. The District Governors shall appoint two or three representatives in alternating years to replace the members from his/her district whose terms are expiring.

[To transition into this rotation, for the fiscal year beginning July 1, 2010, two of the original five members appointed from each district will serve only a one year term. For the year beginning July 1, 2011, two members will be appointed for a two-year term, followed by three in 2012, two in 2013, etc.]

The Steering Committee shall have a General Chair and a Vice Chair, who will report to the Council. These positions will be selected annually by the Council at its last regular meeting, from among the twenty committee members then serving. The Vice Chair will assume the duties of General Chair the following year. All of the other committees will serve under the General Chair. The General Chair will determine committee assignments and select the chair of the other committees prior to July 1, with advice from the Council. The work of the Steering Committee is to support the District Governors-elect and to ensure a successful HPETS.

The Steering Committee will be comprised of the General Chair, the Vice Chair, and all other committee chairs. The Steering Committee will meet immediately following HPETS to review the results of the event, to suggest changes to the curriculum and to begin planning for the following year. The Steering Committee will meet as needed to ensure that all planning details are accomplished on a timely basis.

Committee members may serve no more than one term, unless he/she is selected to serve as General Chair or Vice Chair of the Steering Committee during his/her term on a committee. Committee chairs will serve for one year.

The duties and responsibilities of the committee chairs and other participants shall include those listed in the Attachment.

VIII. Funding – Each District shall fund HPETS annually in equal amounts as determined by the Council.

Together with District funding and registration fees, HPETS must be self-sustaining. A review of expenses for the previous year will be used to establish the amount of District support and the appropriate registration fee to be charged.

Districts are expected to collect and forward to the HPETS Treasurer a fee from each club in the district for the cost of materials produced for the Presidents-elect and Secretaries-elect.

- IX. Records and funds – The Council shall maintain financial records, with reports provided to the Council members by the Treasurer at each of its regularly-scheduled meetings. An audit of the financial records shall be conducted annually by a committee appointed by the Chair.
- X. Fiscal year – The fiscal year of the Council is July 1 through June 30.
- XI. Amendments of Guidelines – These guidelines may be amended or repealed at a meeting of the Council by fulfilling three requirements:
 - a. An affirmative vote of at least two-thirds (2/3) of the membership of the Council;
 - b. Approval of a majority of the District Governors then in office; and
 - c. Provided that notice of the proposed change(s) be sent to all members of the Council at least seven days in advance of the meeting.
- XII. Continuance – The Council shall exist for each period as approved by the District Governor of all member districts.

The continuation of such approval by the current District Governors and by their successors as they assume their offices shall be presumed until a District Governor then in office files a written notice with the officers of the Council that he/she is withdrawing his/her support and approval.

In the event HPETS is dissolved, after all expenses have been paid, all remaining funds shall be forwarded to the Permanent Fund of The Rotary Foundation, a 501(c)3 corporation.

CERTIFICATE OF ADOPTION

This revision was duly adopted and approved by the Heartland PETS/SETS Planning Council at its meeting held on August 30, 2010.

By: _____
Chair

By: _____
Secretary

COMMITTEE DESCRIPTIONS AND DUTIES

Duties of the General Chair:

1. Be responsible for the overall planning and execution of HPETS.
2. Preside at all meetings of the Steering Committee.
3. Schedule all meetings in advance and send appropriate notices.
4. Assist the Treasurer and the Arrangements Chair in preparation of the proposed budget.
5. Present questions for discussion on possible changes in the format or programs of HPETS based upon the critique sheets of the previous year, or input from members of the prior Steering Committee and Board of Directors.
6. Review venue arrangements in conjunction with the Arrangements Chair, the Treasurer, and other members of the Steering Committee.
7. Contact the RI Director and invite him/her and his/her partner to HPETS. If a prominent speaker from RI is desired, the General Chair should ask the RI Director to make the arrangements.
8. Write formal letters of invitation to RI dignitaries attending, including background information on HPETS, if necessary.
9. Appoint aides to the Director and partner and other dignitaries.
10. Preside over the opening plenary session.
11. Ensure that the keynote speaker(s) and special guests are treated appropriately. This includes assignment of aides for the speaker(s) and partner, arrangement of transportation, hotel accommodations, gifts, and amenities. This should be accomplished through the Arrangements Chair.
12. Preside at the Evaluation Session of HPETS.
13. Establish Steering Committee meeting dates and sites for the following year in consultation with the incoming General Chair. This is usually done at the time of the critique session.
14. Write thank you letters as appropriate.
15. Provide the dates and venue for surrounding PETS to the Governors-Elect for the benefit of those Presidents-Elect who cannot attend HPETS.

Duties of the Vice Chair:

1. Learn all aspects of HPETS in preparation for the General Chair position the following year.
2. Work closely with the General Chair in the planning and conduct of the event.
3. Carry out other duties as assigned by the General Chair.
4. Preside in the absence of the General Chair.
5. Establish Steering Committee dates for the following year in conjunction with the Arrangements Chair. This is usually done at the time of the critique session.

Duties of the Program Committee Chair:

1. Plan all presentations and curriculum for sessions attended by all Districts. The Program Chair will present at the first meeting of the Steering Committee proposed changes in format or programs based on previous feedback and critiques.
2. Preside over the Program Committee, which will include the District Trainers.
3. Collect and organize all information and scheduling material that will appear in the program.

4. Contact speakers and presenters for confirmation of assignments and to obtain accurate biographical information for inclusion in the program. Coordinate this work with the General Chair, in the event the RI Director or other prominent RI leaders will be speakers.
5. Assemble the list of Discussion Leaders.
6. Assign Discussion Leaders to breakout groups and breakout rooms for discussion groups.
7. Handle all mailings of instructional material to Discussion Leaders.
8. Prepare a tentative time schedule for HPETS to be submitted to the full Steering Committee by the second planning session for review, modification and ultimate final approval.
9. Prepare and print a program summary to be included in the mailing that also includes registration materials.
10. Prepare final copy of the program in a format that includes an appropriate cover, pictures and bios of dignitaries, and facility information.
11. Arrange training sessions for Discussion Leaders, with the assistance of the District Trainers.
12. Suggested sub-committees include:
 - Program Content Coordinator
 - Program Booklet Coordinator
 - Facilitator/Discussion Leader Trainer
 - Educational Materials Coordinator
 - Website Maintenance

Duties of the Arrangements Committee Chair:

1. Negotiate all contracts with the HPETS venue and any other facility required for meeting space, including all meetings for the Steering Committee.
2. Investigate and suggest venues for future HPETS.
3. Negotiate for the best rates two to three years in advance.
4. Arrange for all sleeping rooms needed by the guest speakers and dignitaries and arrange for all amenities for each guest speaker.
5. Make all arrangements for all food and beverage to be served during the conference.
6. Coordinate all needs for A/V equipment, registration tables, signs, chairs, baskets, etc.
7. Review the invoices from the venue and other vendors related to food, A/V equipment, etc., and certify the accuracy of all invoices before presenting them to the Treasurer for payment.
8. Meet with all key venue personnel for the purpose of explaining the HPETS program and gaining knowledge as to who will assist in the various needs during the event. The Arrangements Chair is the only person authorized to request items from the venue staff that will require or incur any fees, changing of the contract or other items deemed the responsibility of the Arrangements Chair.
9. Work with the venue staff to see that appropriate RI and District banners are hung in the meeting areas, as applicable.
10. Assign, in consultation with the General Chair, and coordinate the activities of VIP aides.
11. See that appropriate flowers, gift baskets, etc. are placed in the rooms of VIP's, and that appropriate gifts and recognition materials are provided to speakers.
12. Arrange airport transportation for VIP's and special guests.

Duties of the Operations Committee Chair:

1. Appoint a Sergeant-at-Arms, whose duties will be the following:
 - Obtain a working list of volunteers as far in advance of HPETS as possible.
 - Assign at least one Sergeant at each entrance as a greeter, near the hotel registration desk, and at other key areas.
 - Provide vests, hats, or other methods of easy identification.
 - Place easels and signs at each meeting group for Plenary Sessions and Discussion Rooms to guide attendees to the proper location.
 - Retrieve signs at the end of the day and/or end of HPETS.
 - Become familiar with the program and venue layout.
 - Provide a Rotary bell and theme banner for the head table.
 - Obtain attendee counts for all sessions.
 - Inform the General Chair of any “housekeeping” announcements.
 - Position place cards on tables as appropriate.
 - Check before each session to make certain that a lectern has been provided, if required, and check to be sure that microphones are turned on and working.
 - Insure that each speaker adheres to the time allotted.
2. Coordinate the House of Friendship, including all vendors and exhibitors, working with Arrangements Chair to insure that proper fees are paid and that tables, electrical service, etc. is provided.
3. Arrange for an event photographer.
4. Coordinate with the Arrangements Chair to insure that proper signage is provided.

Duties of the Registration Committee Chair:

1. Create registration forms and other registration and promotional materials to present to the Steering Committee for approval by the second meeting.
2. Receive completed registration forms and summarize totals from each District with names, club identifications, meal counts, and breakdown of the participants: PE's, PN's, PDG's, DG's, DGE's, DGN's, AG's, committee members, partners and others.
3. Send a weekly email summary of registrations to the appropriate committees and others, as requested by the General Chair. The summary should be sent daily during the last two weeks prior to the registration deadline.
4. Insure that appropriate registration materials are available on the HPETS website.
5. Acknowledge each registrant with a confirmation.
6. Order name badges, registration packets, and other supplies.
7. Complete registration packets, to include the following items: name badges, the HPETS program, a welcome letter, meal tickets, and any information agreed upon by the Operating Committee. Packets should be boxed by District and placed in “alpha order” by club name.
8. Record checks, money orders, etc. and forward them to the HPETS Treasurer.
9. Provide a computer and printer to accommodate needs for late registrations.
10. Prepare a final tally of registrants for the Steering Committee.
11. Coordinate onsite registration activities.

Duties of District Trainers:

1. Serve on the Program Committee and assist in the preparation of the curriculum, including the breakout sessions.
2. Assist in the preparation and training of discussion leaders.
3. Work with the Governors-Elect in preparing for the District Breakout Sessions.

Duties of District Governors-Elect:

1. District Governors-elect are responsible for developing and approving the final program and select the training leaders and plenary speakers. [RI MOP 2007 and Rotary Code of Policies section 23.020.7]
2. Submit to the RI president a letter indicating approval of the multi-district PETS program no later than four months before the event. [RI MOP 2007]
3. Attend and participate in all Steering Committee meetings.
4. Insure that the DGN attends all appropriate meetings.
5. Provide recommendations for Discussion Leaders and Sergeants-at-Arms.
6. Assist in organizing the materials for the PE notebook. Suggested items include:
 - “What is Rotary”
 - ABC’s of Rotary
 - The Rotary Foundation Facts
 - A Guide to Annual Giving
 - Recognition and Contribution Form
 - Recognition Transfer Request Form
 - TRF Mission, Two needs, Two Ways of Giving
 - Benefactor Commitment Card
 - Sustaining Member Card
 - The RI Catalog
 - Information on the RI website and its use
 - Any other information as agreed by all DGE's
 - Personal letter from each DGE
7. Actively promote the attendance of every PE. If the PE cannot attend, the DGE will arrange for the PE to attend another PETS.
8. Encourage the Rotary Club to pay the expenses for the PE to attend HPETS, including registration, meals and hotel.
9. In cooperation with the District Trainer, determine the program content for District Breakout Sessions.
10. Order additional materials for their District, as required, from RI in a timely fashion.
11. Submit the size and names of the clubs in their Districts to assist in the clustering of the discussion groups.

Duties of the Secretary:

1. Record minutes of the Steering Committee and Council meetings and distribute them to members and others, as appropriate.
2. Prepare and distribute a Steering Committee and Council contact sheet, including: names, addresses, email addresses, all telephone numbers, and fax numbers.
3. Insure that the HPETS website is maintained properly.

Duties of the Treasurer:

1. Prepare an annual budget for approval by the Council by the first meeting following the completed HPETS.
2. Receive all fees and payments and make payments as prescribed in the approved budget with the approval of the General Chair. Requests for payment should be submitted or approved by the appropriate committee chair.
3. Submit financial reports to the General Chair and the Council at each meeting.
4. Submit a final report to the Steering Committee and the Council within 60 days following HPETS.
5. Submit annual 990 tax returns for HPETS.