

**ROTARY DISTRICT 9200
PRESIDENTS-ELECT TRAINING SEMINAR (PETS)
(ALSO INVITED: INCOMING SECRETARIES, TREASURERS, COUNTRY OFFICERS, DISTRICT, COUNTRY OFFICERS, AND ASSISTANT GOVERNORS).**

DATE:

VENUE:

TIME			
0830 – 0900	Registration and Fellowship – Country Trainer		
0900 – 1030	Plenary Session 1. Chair: Country Chair		
0900 – 0945	DGE Kaushik Manek <ul style="list-style-type: none"> • RI Theme 2008-09: “Make Dreams Real” • Presidential emphases for 2008-09 • Presidential Citation • District 9200 District Goals 		
0945 – 1000	<i>Discussion</i>		
1000 – 1025	The District Administrative and Support Structure: Roles, Responsibilities, and Communication		
1025 – 1040	<i>Discussion</i>		
1040 – 1100	<i>Tea Break</i>		
1100 – 1200	Plenary Session 2. Chair:		
1100 – 1115	The Club Structure and Club Administration		
<i>1115 – 1130</i>	<i>Discussion</i>		
1130 – 1145	Club Reporting Requirements and Reporting Formats		
<i>1145 – 1200</i>	<i>Discussion</i>		
1200 – 1300	First Working Group Session – Chair		
Group =>	Group A. President Elects And Assistant Governors	Group B. Secretaries, Treasurers And Fund Coordinators	Group C. District Chairs And Country Officers
Each group will start with an outline of the key issues by the resource person in <i>not more than 15 minutes</i> , leaving 45 mins for discussion Report focus: weaknesses and action points	Resource Person: DGE Kaushik <ul style="list-style-type: none"> • The Elements of an Effective Rotary Club. • Goal setting • The Planning Guide (step by step discussion of the document) • Strategic Planning and the Annual Work plan 	Resource person: <ul style="list-style-type: none"> • Constitution and bylaws. • Meetings diary for Committees, the Board, and the Club. • Reporting requirements and timing. 	Resource person: Rtn Tusu <ul style="list-style-type: none"> • Leadership development. • Roles and responsibilities • Service Projects. • Partners in Service. • Resources.
1300 – 1400	<i>Lunch Break.</i>		

Afternoon Session:

1400 – 1430	Report back in plenary (10 minutes per group).		
1430 – 1600	Plenary Session 3: The Rotary Foundation. Chair –		
1430 – 1445	The Rotary Foundation (TRF) of Rotary International		
1545 – 1455	<i>Discussion</i>		
1455 – 1510	Developing and implementing effective service projects		
1510 – 1520	<i>Discussion</i>		
1520 – 1535	Humanitarian Grants: What, Stewardship, and Reporting		
1535 – 1545	<i>Discussion</i>		
1545 – 1600	Educational Programmes		
1600 – 1610	<i>Discussion</i>		
1610 – 1630	Health Break.		
1630 - 1730	Second Working Group Session. Chair –		
Group =>	<u>Group A.</u> President Elects And Assistant Governors	<u>Group B.</u> Secretaries, Treasurers And Fund Coordinators	<u>Group C.</u> District Chairs And Country Officers
	Resource Person: Rtn Tusu <ul style="list-style-type: none"> • Membership Development and Retention. • Motivating members • Training • Public Relations • Resources 	Resource Person: <ul style="list-style-type: none"> • Club funds management and internal controls. • The Annual Budget • Enforcing financial obligations. • The Annual Audit • Stewardship of TRF funds 	Resource Person: DG Kaushik Input to Country Goals on: <ul style="list-style-type: none"> • Membership development and Rotary Extension • Working with clubs • Communication strategy. • Effective Regional/Country Committees.
1730 – 1745	<ul style="list-style-type: none"> • Closing remarks from the District Trainer – Rtn Tusu (3 minutes) • Closing remarks from the Country Chair - ... (3 minutes) • Summing up and close – DGE Kaushik (10 minutes) 		