



**HEARTLAND PETS 2020 – Districts 5680 and 5710**

**March 26 – March 28, 2020**

Wichita, Kansas

Marriott Wichita Hotel

*YOU'RE INVITED TO  
JOIN FELLOW ROTARY LEADERS  
BY PARTICIPATING IN PETS*

**SERVICE** to your Club

**FELLOWSHIP** with fellow Rotarians

**LEARNING** more about our organization

**Monday Morning District 5680 Pre-PETS e-Mail #4**

## ***RUNNING YOUR CLUB!***

### ***Hunting for information about your club***

Good Monday morning to all 2019-20 President-Elects in Rotary District 5680,

We hope you had a good week, including a great Club meeting.

So, how did the Scavenger Hunt go? Did it help you better understand your Club and how your club operates? Were you able to find your Club's current Constitution and By-laws, and if yes, are these documents still relevant? Is your current Club committee structure still serving the needs of your club and meeting the service needs of your community?

We hope the scavenger hunt helped you begin your planning process. Now on to this week's information:

1. By now, you might have been asked to preside over a club meeting in the president's absence. If not, ask your Club's president for the opportunity over the coming weeks.
2. We encourage all PEs to read the section **on Running Your Meetings, pages 19 - 21 in Lead Your Club: President's Manual**. This will provide you with a bit more insight about the role that you have taken on.

3. Does your club use a ***set agenda at Regular Club Meetings***? If not, you may want to initiate this; it makes your meetings run more smoothly and helps you ensure all Club business is addressed.
4. Does your club hold **Club Assemblies** where goals and plans for the year, as well as periodic updates to fellow Rotarians are presented? Please read **page 22** for more information regarding Club Assemblies.
5. Find out what the practice has been regarding your Club meeting associated with the **District Governor's visit**. Your executive team will need to be prepared to provide reports about club activities. See more information on **page 22**. DGE Harper is currently scheduling club visits and will share his itinerary to PEs as soon as it is complete, possibly during PETS.
6. Have you and your executive team begun to determine whether your current club committee structure best serves your club? Read the **Club Committees** section on page **38**. Generally, club committee chairs are appointed based on the needs of your club and the skill-set necessary to lead the specific committees; however, in some cases, chairs are elected. What is the practice in your club and is it supported by your By-laws? Review Appendix 4: Club Membership Committee Checklist on pages **43**.
7. Is a succession plan in place to ensure that new committee chairs and committee members have been appropriately trained to assume their roles? ***The use of committees is important and engages Rotarians in the work of the club.***
8. One of the many resources for you, your board members and club committee chairs is the new and improved Rotary Learning Center. This area of the RI website provides several learning courses (short and engaging) which we recommend highly for your club's leadership development. It can be accessed at <https://learn.rotary.org/members/learn/catalog> and remember, you must sign in to My Rotary to access this area.

Finally, please take a moment to reflect about all that you are learning as you prepare for your leadership moment. **Ask yourself, "what do I still need to learn to be an effective President on July 1."** If this question is not answered prior to PETS, bring your concern with you and we will do our best to address it during our training session.

**PETS is fast approaching!**  
***We are just a little over 4 weeks from PETS***

Registration details can be found at  
<http://www.heartlandpets.org/>  
and you may reserve your room at the Marriott Wichita by going to  
<https://tinyurl.com/2020pets>

Please register as soon as possible!  
Your prompt action helps the program committee plan for a successful and meaningful event.

As mentioned in the previous pre-PETS e-mails, we encourage your club (if not already completed) to identify/elect your President-Nominee (your club's president-elect for 2021-22). It is a great opportunity for continuity of planning and education for your team members. **YOUR PRESIDENT-NOMINEE IS ALSO INVITED (AS WELL AS ENCOURAGED) TO ATTEND PETS THIS YEAR.** Also, plan for you and your board to take advantage of other District and RI trainings. Keep an eye on our district newsletter and e-mail alerts from our district and RI about these opportunities.

**We continue to remind you – you are not alone in this adventure.** You have many resources within District 5680 including DGE Dana Brewer, DGN Fred Heismeyer, your assistant governors, and the entire district leadership team, many of whom you will meet at PETS.

We look forward to working with you at PETS and throughout your term as president of your club.

*In Rotary Service to our Community and the World*



Dana Brewer  
District Governor-Elect  
District 5680



DeAnn Sullivan  
District Trainer  
District 5680



One advantage to attending PETS is that **Russell-Hampton** is in attendance with a variety of Rotary branded clothing, hats, gift items, pins and theme items for sale. You will not want to leave PETS without stopping at their sales table and do a little Rotary shopping. You might even mention this in your club and see if some of your club members want you to bring back some items for them.

**GO TO**

<https://www.bestclubsupplies.com/Gift-Ideas/products/170/>

**TO SEE ALL RUSSELL-HAMPTON HAS TO OFFER**