

PETS 2012: Role & Responsibilities

(Total Time: 60 Minutes)

Discussion Leader Notes

- **Pre-arrange your flip chart(s)/slides and markers to a location that you are comfortable with**
 - **Introduce yourself to the group and explain your role as a resource and facilitator of their discussion; you may wish to greet each participant individually as they enter and find a seat**
 - **Discuss your expectations and group guidelines (such as taking turns speaking, welcoming and accepting all questions/comments, and asking the group to turn off all cell phones)**
 - **Review the session's learning objectives with the participants (HINT: Have the preprinted flip charts for this session near you and be familiar with their content)**
 - **Encourage them to take notes and to get to know each other; try to gauge the participants' knowledge and Rotary experience and adjust the facilitated discussions accordingly**
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Learning Objectives (Refer to your flip chart)

At the end of this session, participants will be able to:

1. **Understand the role of club president**
2. **Identify ways to prepare yourself and the president-elect**
3. **Implement the Club Leadership Plan**

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If you haven't already done so, please distribute PETS 2012 R&R Handout #1 at this time. A copy follows NEXT in your notes.

Role & Responsibilities – Handout #1

(Beginning of Session)

- **YOU** have an **IMPORTANT ROLE** to play as **Club President!**
- Your club will **THRIVE, COAST, or DECLINE** under your leadership; which option will **YOU** choose?
- Club leadership is really **TEAM** leadership; how are you preparing your leadership team? **LOOK FOR NEW** (and also proven) **IDEAS** in this session.
- Club leadership is **ALSO** about preparing your club for your time as President; how will **YOU** do that? (Hint: Learn more about Club Assemblies)
- What's working **WELL** in your club? (Hint: Build upon it)
- What's **NOT** working so well in your club? (Hint: Fix it or change it or eliminate it)
- How well are you preparing **FUTURE** leaders for your club? Your club is depending on you for this!
- What will be **YOUR** legacy of leadership? It starts **TODAY** here at Carolinas' PETS!

My Notes & Follow-up Items:

(Begin the facilitated discussion NOW)

Q. How many members are in your club?

Q. Who has already served as a club President?

Responsibilities (25 Minutes)

Q. What are you looking forward to about becoming club president?

Key Points (Refer to your flip chart)

- The primary role of the club president is to be the club leader and ensure that the club is functioning effectively.
- To be *effective*, clubs must be able to:
 - Sustain or increase their membership base
 - Implement successful projects that address the needs of their community and communities in other countries
 - Support the Rotary Foundation through both program participation and financial contributions
 - Develop future leaders and leaders that are capable of serving in Rotary beyond the club level

Q. How else can you determine if your club is effective?

Discussion Leader Note

- Here is a potential *GROUP* flip chart opportunity. Some potential responses:
 - A. Attendance statistics
 - B. Quality of programs
 - C. General level of enthusiasm and energy
 - D. Age/diversity of membership
 - E. _____

Discussion Leader Note

- ***PRIOR to offering the next question, please pre-review*** and later refer participants to their CD's containing the PETS Manual, Chapter 1 of the Club President's Manual, and/or the Manual of Procedure for a detailed summary of responsibilities

Q. What will be some of YOUR responsibilities during your year as club president?

Key Points (Refer to your flip chart)

- **During their year in office, club presidents should:**
 - Evaluate club goals
 - Ensure that each committee is fully staffed and has a plan for the year
 - Preside at club and board meetings
 - Encourage participation and attend club and district meetings
 - Work with club and district leaders to foster continuity
 - Ensure that RI Youth Protection policies are communicated and followed

Q. Are there any other responsibilities that you would add?

Q. How will you prepare to take office?

Q. When you are president, how do you plan to work with the president-elect and president-nominee to ensure continuity?

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Club Leadership Plan (Total Time: 25 Minutes)

Discussion Leader Notes

- Be familiar with the verbiage about the Club Leadership Plan found in Chapter 1 of the *Club President's Manual* and Publication #245-EN (Club Leadership Plan) contained on the CD

- Gauge participant's knowledge and experience with the Club Leadership Plan
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Key Points (Refer to your flip chart)

- Since November of 2004, the Club Leadership Plan has been the recommended and administrative framework for Rotary clubs.
- The Club Leadership Plan is not mandatory.
- Clubs can use the Club Leadership Plan to develop:
 - Continuity and consensus in projects, decision-making, and goal setting
 - A larger supply of well-trained leaders in the club
 - Increased membership involvement
 - A strategic plan to guide the work of the club

Q. How many of your clubs have implemented the Club Leadership Plan?

Q. What were/will be your greatest challenges in implementing the Club Leadership Plan? How did/could your club benefit from the Club Leadership Plan?

Sample Responses

- *Simplified club operations*
- *More involved and motivated club members*
- *Increased retention*

Discussion Leader Notes

- The level of knowledge and experience with the Club Leadership Plan is an important consideration
- A copy of the Club Leadership Plan is available on the flashdrive
- Provide a **quick** review of the KEY sections (Implementing the Plan, Benefits of the Club Leadership Plan, Club Committees, etc.)

- The President's Manual has a copy of the full Club Leadership Plan
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Q. Where can you go if you or club members have questions about the Club Leadership Plan

Sample Responses

- *The district governor*
- *The assistant governor*
- *The district trainer*
- *Other clubs*
- *Worksheet # 3: Implementing the Club Leadership Plan (from Club President's Manual)*

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Please distribute PETS 2012 R&R Handout #2 at this time. A copy follows on the NEXT page in your notes.

Role & Responsibilities – Handout #2

(End of Session)

- **Has YOUR Club evaluated its traditions and practices lately? Are they contributing to your club's vitality?**
- **Does your club have a Strategic Plan and vision statement?**
- **Do you plan to conduct regular club assemblies (during regular club meetings)? (Hint: Hold quarterly assemblies to update your membership AND solicit new ideas)**
- **Have you asked your club committees to set goals for your year of leadership and report back? (Hint: Ask your key committees to propose annual goals)**
- **Are you planning a training session for your incoming officers and directors? (Hint: Conduct and lead a "Board/Directors Retreat" at least one month before taking office)**
- **Are your club members involved? (Hint: Be sure that your meetings include time for networking, social interaction, and updates on club activities)**
- **Are your club bylaws up-to-date? Do some items need changing? Are your bylaws easily accessible for club members?**

My Notes & Follow-up Items:

Session Review

- **Review the Learning Objectives to ensure that all topics were covered sufficiently. Answer any questions and let the participants know how to contact you if they have questions later (Your contact information is in the CD)**
- **Ask participants to share something that they learned during the session and an action they will take as a result of this session. Participants can share with the person next to them or with the entire group.**
- **THANK THE GROUP**