

Pre PETS Self-Directed Training Program
Get to Know Your Club – Administration

Get to Know Your Club Administration – write YES for each item completed

Log into the Rotary website - Learning Center. Complete the following Learning Plans

_____ Club Administration Committee Basics (estimated 45 minutes)

_____ Club Secretary Basics (estimated 4 hours, 30 minutes)

Find and read your club Constitution and Club by Laws

_____ Are they published so all members can access them?

_____ Are they up to date with the most recent RI Manual of Procedures? (2022)

When was the last change made to your club By Laws? _____

_____ Attend at least one club Board meeting

Who is allowed to vote at your club Board meetings? _____

(check your club bylaws!)

Find and review minutes for the past year's board meetings

_____ Are they published so all members can access them?

Where are club records stored? _____