

November 12, 2018

Dear Club President-elect,

A new year will begin soon your year as club president will be only a few months away. Your first major preparation for being a club leader is only weeks away beginning on March 1<sup>st</sup>. Are you registered for High Country PETS? If not, remember to visit the PETS web site at [www.highcountrypets.org](http://www.highcountrypets.org). Please make your own room reservation at the Denver Renaissance by using the link on the PETS website. The PETS room block will be released on February 7<sup>th</sup>. You may no longer be able to obtain a room at the PETS rate after that date.

Our focus this week is **Club Management**. One of the Breakout Sessions at PETS will focus on this topic. It is important that you understand the policies and procedures that serve as a framework for the operation of your club which includes your club bylaws and policies. As president, you are also responsible to confirm that required club reports are submitted to the District, Rotary International and the IRS in a timely manner. Another important roles is developing effective weekly meeting programs.

Club Management Questions:

- What should you know about your club's bylaws before taking office?
- What are some things you can do to help ensure that your club is financially healthy?
- What are some of the events for which club presidents must prepare?

*Please review chapter 2 Club Presidents Manual in preparation for this discussion session at PETS.*

Once again, your PEN (president-elect nominee) is strongly encouraged to attend. Special PEN sessions are being offered on March 1-3 with different information than given in your PE breakout discussions.

If you have any questions on the materials or need assistance, please contact our District Registrar, Kellie Tovar, at [rotary5440@yahoo.com](mailto:rotary5440@yahoo.com) or 970-506-1036.

Feel free to reach out to me anytime as well.

Chris Woodruff, DGE

Chris Woodruff  
District Governor 2019-2020  
Rotary District 5440  
Cell (970) 590-2341  
E-mail: [ChrisW.Rotary5440@gmail.com](mailto:ChrisW.Rotary5440@gmail.com)