

Dear Club President-elect,

A new year will begin soon and your year as club president will be only a few months away. Your first major preparation for being a club leader begins on February 24th. Are you registered for High Country PETS? If not, remember to visit the PETS web site at 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 3rd. 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 role 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. The manual can be downloaded from the High Country PETS website.

If you are a newly elected PE or PEN, you can access all PETS letters that have been distributed to date by visiting [http://rotary5440.org/event/2017-president-elect-training-seminar-\(pets\)/](http://rotary5440.org/event/2017-president-elect-training-seminar-(pets)/). If you have any questions on the materials or need assistance during registration, please contact either Kellie Tovar, our District PETS registrar, or me at: 970-217-6340 or emslie.bill@gmail.com.

Yours in Rotary,

Bill Emslie
Rotary District 5440 Governor 2017-2018