

Rotary Club of Linden Administrative Procedures

July 1, 2009

Administrative Policy Letter #3: Training Development Plan

Purpose: To identify the Training Goals for the Development of Officers and Committee Chairs and to identify the training objectives for all members.

Club Officer Training Goals:

- District 7570 Training:
 - Club Secretary shall complete District Secretary Training prior to taking office and during each year serving in the position.
 - Club Treasurer shall complete District Treasurer's Training prior to taking office and during each year serving in the position.
 - President-Elect shall complete District President Elect Training Seminar (PETS) prior to serving as Club President.
 - President Nominee is encouraged to attend President Elect Training Seminar (PETS).
- Rotary Leadership Institute (RLI):
 - Club Presidents shall complete RLI I-III training prior to assuming office.
 - Club Secretary, Treasurer, and President-Elect should schedule RLI classes in order to complete RLI I-III prior to serving as Club President.
- Fees for Club Officer training shall be budgeted and paid by the club's operation funds.

Committee Chairs Training Goals:

- General: District 7570 offers specialized training classes for most of our committee chairs. Committee chairs should attend District 7570 training when provided for their committee.
- Rotary Leadership Institute: Committee Chairs shall complete RLI I.
- Fees for Committee Chairs training shall be budgeted and paid by the club's operation funds.

Club Members Training Objectives:

- General: All club members are encouraged to attend Rotary Leadership Institute (RLI) Training Level 1.
- Members with three or more years of Rotary International membership shall complete RLI I.
- Budget permitting, members' training shall be paid by the club's operating funds. Priority for club reimbursement shall be given to those members with three years or more years of Rotary International membership.