

Template for Describing PETS
Far West PETS
Brian Moore 2011 General Chair

1. Structure

- a. **What is the organizational structure of your PETS?** Far West PETS comprises of a **Board of Directors** composed of the current DGEs, the General Chair, the vice Chair (Incoming General Chair), the secretary and the immediate past General Chair. An **Executive Committee** responsible for the overall operation of Far West PETS comprises of the General Chair, the vice chair, the secretary, the treasurer, the immediate past general chair and the team captains for the five categories; Program, Arrangements, Instruction, Registration and Support Services. The positions on this committee are filled by PDGs from the Districts being served at Far West PETS. The **Full Leadership Team** involves the day to day functioning of Far West PETS comprises of the DGEs and the Executive Committee.
- i. **How are members of the “operating” committee selected and how many are there?** There are 19 members on the Full Leadership Committee (Operating committee) plus another 15 additional staff positions: master Sergeant of Arms, Decorations, Stage manager, program printing, Special productions, Speakers , Photographer, Website, Signage, Instructor Evaluations, VIP Seating, Hotel Coordination, Instructor Trainer (presentation skills), RID reception, and vendor/Project Expo.
 - ii. **How long do members serve on the operating committee?** 1 to 3 years. Some positions require longer commitment and must be agreed upon by BOD.
 - iii. **How is continuity maintained?** Most members on Full leadership Committee have served more than one year or have served on other committees for Far West PETS. Thus they can mentor new comers. Past General Chair is also a member. Plus due to the selection process for future General chairs, two of the three chairs are attending the committee meetings (The current DG who will be a future chair is invited but often times is too busy).
 - iv. **How many districts are involved?** Nine; 5000, 5130,5150,5160,5170,5180,5190,5220 & 5230.
 - v. **What is the role of the DGE’s in planning PETS?** The DGEs begin attending quarterly PETS committee meetings as DGNs. As DGNs they are observers. Once they become DGEs they play a much more active role. They each are given a choice of team captain to serve with on the Leadership Committee. They will serve as another point of contact for their committee to their classmates and be able to monitor the progress of their committee. Each DGE is responsible for getting the names & email addresses of his/her DG, DGN, PEs, AGS and two SAAs (to serve at their PETS) posted on the Far West PETS Website data base. Using this data base, the Far West PETS Registrar emails out the invitations with instructions and timelines on registering for Pets and the Hotel. The DGEs are responsible for making sure all their invitees are attending PETS. The DGEs participate in selection of guest speakers, vendors and Project Expo participants. They also decide on materials to be distributed to their PEs and serve as the host in their Hospitality Suite at PETS.