

President's and Secretary's Meet

PS meet in the Rotaract is similar to the board meetings of a Rotaract Club. There is a general practice of organizing PS meets twice in a year, where President and Secretary from all across the nation come under one platform. The 1st PS meet is organized at the 1st Quarter of the Rota year, discusses on the different plans and visions of the ruling district while the 2nd one is organized in the last quarter for reporting and SWOT analysis. The decisions made in the PS meet is passed out in the District Assembly or District Conference before bring into implementation.

Following are some decisions made with respect to PS meet which is divided into two phases:

A) Before the event

1. The bidding for PS meet along with host clubs should be declared in the District Assembly.
2. The district should ask the club's agenda 15 days prior to the PS meet.
3. The final agenda for PS meet should be forwarded to all clubs 7 days prior to the PS meet.
4. The detailed program schedule for the event should reach to all the clubs at least 15 days prior to the event.
5. Registration should be finalized with the following considerations: (updated)

District Event Format

How? BUDGET

| District | Club | Participants |
|-----------------------------------|--|----------------|
| - Token of Love - Certificate | -Banner, - ID Card - Documents & Stationeries | Meal |
| - Training Materials & Manuals | - Entertainment | Accommodation |
| <u>COMMUNICATION</u> | -Decoration - Miscellaneous | Transportation |

By Host Clubs & District Committee

Venue | Projectors

Event Title: _____

| | |
|---|--|
| EVENT HOST CLUBS | |
| CLUB PRESIDENT/SECRETARY | |
| EVENT VENUE | |
| ESTIMATED EXPENSES <ul style="list-style-type: none">• Stationary (Printing, Photocopy, ID Card)• Venue Cost• Transportation• Communication• Decoration• Banners and Publicity• Catering + Food• Souvenir• Token of Love & Awards• Any other expenses• Multimedia ESTIMATED REVENUES <ul style="list-style-type: none">• Pre - Registration Charge• Post - Registration Charge• Sponsorship• Rotary Support• Contribution | |
| ACCOMMODATION INFORMATION Hotel (if needed) | |
| FOOD MENU (Variety, Timing & Price) <ul style="list-style-type: none">• Breakfast• Lunch• Dinner | |
| SPONSORSHIP – Specify From What Sources | |

B) On the very event day

1. (30 – 60) minute registration and fellowship.
2. President, Secretary, Treasurer and its sub heads can only be present. (updated)
3. Minimum 3 members from each club are compulsory or else club has to pay the registration charge to the host clubs. (updated)
4. Major District Officials must be present compulsorily.
5. Opening session not more than 25 minutes.
6. Master of Ceremony (MC) must be District Secretary or Additional District Secretary or Club Service Director or from the host clubs.
7. Open floor discussion should be placed immediately after lunch break and should be minimum of 30 minutes and range up to 2 hours as per the quantity of discussions to be made.
8. Ruling DRR should present his/her complete vision during the 1st PS meet and DRR (E) should present his/her proposed vision in the 2nd PS meet.
9. District Treasurer should present Treasure's report for the completed months of the Rota year.
10. Zonal presentations should be made by all zones.
11. Miscellaneous floor should be used for individual club issues.
12. Minutes should be sent to all the clubs within 5-7 days after the completion of event.