

Officer Training

Connie Moore

309-781-0334

MooreC2@aol.com



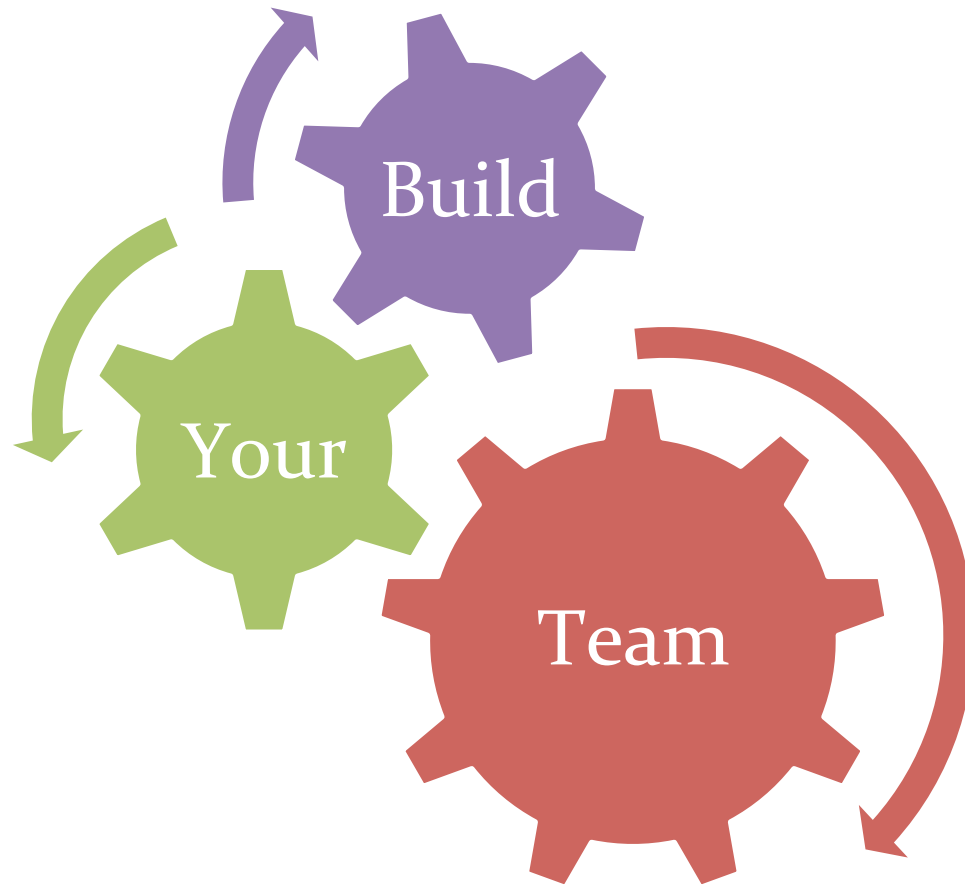
2016 Pilot International Convention and
Leadership Conference



Training Agenda

1. Teamwork
2. Mission of Pilot International
3. Sharing Pilot
4. Expectations
5. Communications
6. Collaboration & Mentoring
7. Officers
8. Goals & Plans
9. Meetings
10. New 2016 – 2021 Strategic Plan
11. Questions & Answers

Teamwork



The Mission of Pilot International

(updated 2016)

The mission of Pilot International is: to influence positive change in communities throughout the world.

To do this, we: come together in friendship and give people an outlet for service.

We focus on:

- preparing youth and young adults for service.
- encouraging brain safety and health.
- supporting those who care for others.



Open Doors for Success In Your Club

Mentor

Future

Leaders

Pilot Ambassador

Be an
Ambassador
for Pilot

- Know Pilot
- Talk Pilot
- Speak to Groups
- Promote Pilot

Expectations...



Be a Good Role Model

Be a Team Leader

Represent your club at civic and community events.....Be known in your community as a Pilot Ambassador!

Expectations...

Set Goals
for your
year

Prepare
Agendas
for Board
and Club
Meetings

Preside
at
Executive
Board &
Club
Meetings

Oversee
the club
officers,
appointees
and club
members

Expectations

Officers

- President
- President Elect
- Secretary
- Treasurer
- (Secretary/Treasurer may be combined)

Executive Board Meetings

- Meet as needed

Club Meetings

- At least 6 meetings per year

Expectations

Read and become familiar with the PI Bylaws, Club and District Standing Rules

Become familiar with Robert's Rules of Order

Keep a current calendar & adhere to deadlines

Communication

Communicate with club members and district leaders

- Group emails
- Club Newsletter
- Text
- Phone

Keep members informed

- Governor's Bulletin
- Constant Contact

Network with other Pilot Clubs and District Leaders

- Email
- Share Club Newsletters
- Visit Clubs

Collaboration & Mentoring

President
should work
closely with the
President-Elect.

President Elect
should support
the President

Hold the Secretary Accountable

Secretary takes minutes at Executive Board and Club meetings.



Secretary submits notification of change in membership to the District and PI Headquarters via Portalbuzz.



Secretary shares copies of minutes .



Secretary works closely with Treasurer in regard to membership and dues.

Hold the Treasurer Accountable

Prompt Payment of Bills

- Sign Vouchers
- Countersign Checks

Timely Payment of Dues

- Send new member dues to District & Pilot International
- Coordinate membership with Secretary

Pay Fees

- Complete tax forms and payments
- Submit incorporation fees annually

Set Goals



Plans of Work – 5 Division Areas

Projects

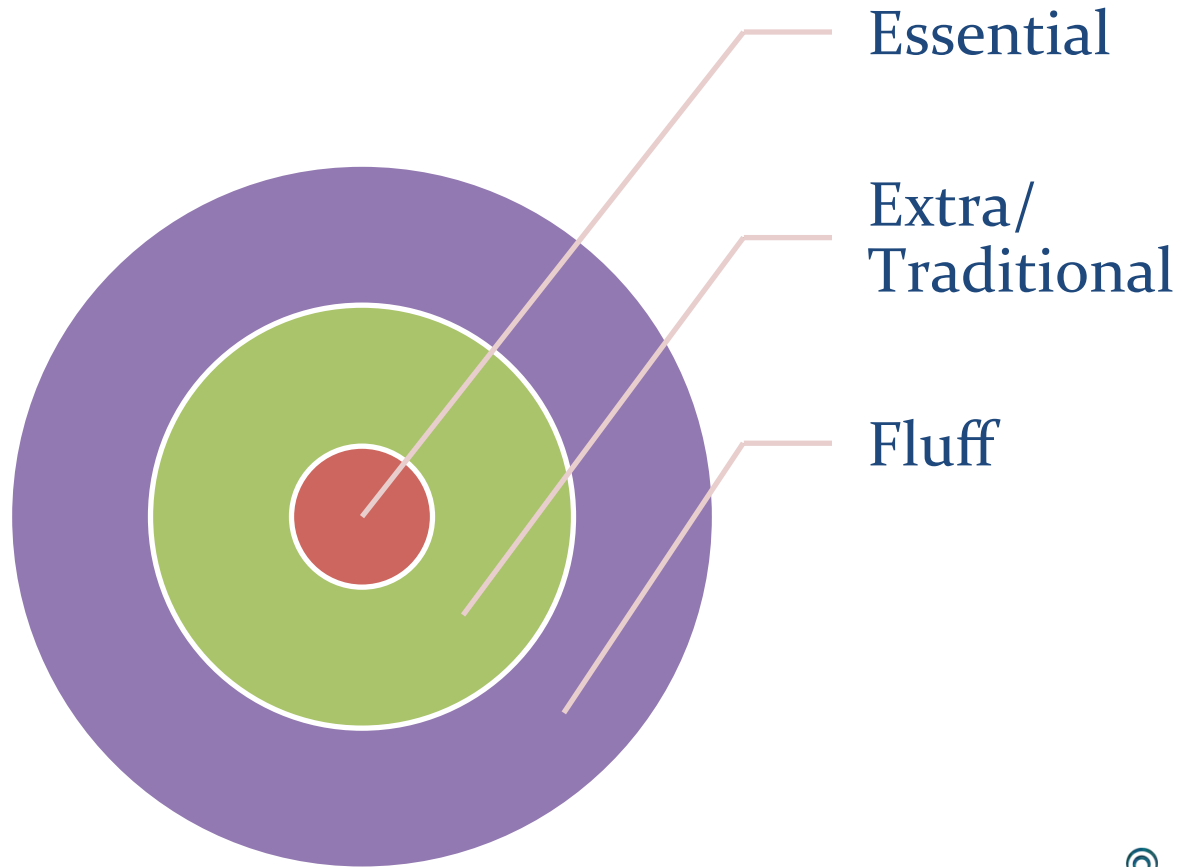
Fundraising

Membership

Leadership

Anchor

Meetings



Strategic Plan 2016 - 2021

Strategic Direction Defined:

- A constant but adaptable articulation or picture of the main ideas and actions behind an organization's brand and intention...
- An agreement on how, at the highest level of essence, the organization intends to accomplish its mission and realize its vision

Strategic Imperatives

Our strategic imperatives are:

1. **Club Engagement** – Create more intentional and effective interaction between clubs and Pilot
2. **Club Expansion** – Use the establishment of new clubs as a growth driver
3. **Value & Benefit** – Create value that makes PI the service organization of choice

Strategic Imperatives

4. Effective Branding – Create clarity, consistency, and relevance in both internal and external messaging
5. Revenue Generation – Grow revenue through diverse and innovative channels

Insurance

Master General Liability Policy

- * Annual Conference
- * Educational Programs
- * Fundraising Walkathons
- * Bake Sales
- * Dinners

Certificate of Insurance

(Proof of Coverage and Outside Party Listed on Certificate)

Proof of Coverage: Attached to PI Website

Outside party listed as actual certificate holder or an additional insured under the Pilot Policy:

Certificate requests should be sent to certs@th-ins.com

Special Events

- Alcohol serving, selling or allowing during event
- Kayaking, trains, planes, amusement rides, etc.
- Written for one day event or multi-day event
- Email Alison Dixon adixon@th-ins.com or Cole Tidwell colet@th-ins.com

2021

Pilot International

100 year

anniversary





Training for Club Officers

Connie Moore

1702 30th Avenue

Moline, IL 61265

MooreC2@aol.com

309-781-0334

