



**ZONTA**  
INTERNATIONAL  

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**DISTRICT 4**  

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EMPOWERING WOMEN  
THROUGH SERVICE & ADVOCACY

# President's Guide

November 2016

Outstanding Women in  
Leadership & Service  
2016-2018

## **DISTRICT 4** **PRESIDENT'S GUIDE**

**Congratulations on your election as President of your Zonta Club. Your role and responsibilities play a crucial part in the success and growth of your club. The following guide was developed to aid you in your transition by highlighting the resources available to you. You must have the following manuals in your possession. They can be found online at [www.zonta.org](http://www.zonta.org). Make sure you are registered on the ZI website. Instructions are on the first page, and if you have any trouble contact your area director for assistance.**

### **MUST HAVE TOOLS AND RESOURCES**

- Manual of Procedures for Zonta Clubs (March 2014-available on line)
- Zonta International Bylaws booklet
- International Protocol Manual
- President's mailings from Zonta International (2 per year)
- Your Area Director
- District Committees
- Websites [www.zonta.org](http://www.zonta.org) and [www.zontadistrict4.org](http://www.zontadistrict4.org)
- Marian de Forest Membership  
<http://membership.zonta.org/Governance/Manuals>

## **RESPONSIBILITIES**

- Know and understand the Zonta International Mission, Objects and Structure ( Zonta Club Manual)
- Understand and carry out all President responsibilities as outlined in the Club Manual
- Establish Standing Committees – Appoint chairs and review their responsibilities ( Zonta Club Manual)
- Club Manual (How to conduct a Zonta meeting) prior to your first meeting.
- Establish a yearly calendar of meetings and events. Include dates and location of all regular business meetings, board meetings, special club events, Area Workshops, District Conference in odd years and International Convention in even years. Also include deadlines for AE, YWPA, and JM Klausman awards. Be sure that every member has a copy of the calendar and that someone is responsible for keeping it up to date. Send a copy of the calendar to the Area Director, Lt. Governor, and Governor.
- Communication between your Club, the District and International is vital. It is your responsibility to establish and improve this communication by sharing all communication received. This information is contained in the Club Manual. Keep the Area Director and Governor aware of issues that may affect the wellbeing of the club. Share your success.
- Review the Club Manual to familiarize yourself with Zonta International information and the forms used for various communications.
- **Most importantly – you are part of a wonderful group, OWLS (Outstanding Women in Leadership and Service) please remember you are the direct link to the members of Zonta! If you do not know an answer or a procedure – ask!!!**

## **PLANNING FOR THE CLUB YEAR**

### **MAY**

Now is the time to make plans for the coming Zonta year:

1. Develop goals in conjunction with your Board and/or Committee Chairs. Keep in mind the current biennial goals and programs, and Zonta's Mission and Objects. Two sets of goals are needed- one should apply to this year/biennium and the second set for the club long-range plan.( in Convention year probably should be delayed until goals are adopted)
2. Share goals with the Board, Committee Chairmen, and with the club membership.
3. Complete committee selections, including Parliamentarian, Newsletter Editor and Electronic Communication Person (ECP).
  - Standing committees are subject to the approval of the Board of Directors.
  - Other committees can be selected by the President.
  - Review leadership and service capabilities of members with outgoing President.
  - Each club member should be a member of a committee.
  - Assign new members to a committee as soon as possible.
4. Plan an orientation for Board, Officers, and Chairmen at or following the June board meeting.
  - Do officers have records and relevant materials from their predecessors?
  - Let chairmen know when reports will be due.
  - Develop a time line for goals and reports.
  - Prepare a packet of information for each officer and chairman including a job description.
5. Develop a list including name, address, email and phone numbers of Officers and Board.
  - Prepare a list of committees with names, address, email and phone numbers of members.
  - Make available copies of international and club bylaws, club standing rules, and ZI Manual of Procedures for Zonta Clubs for Board members and Committee Chairs.
6. Prepare the club calendar for the year and have ready for the June Meeting.
7. Ensure that the Club Treasurer has sent contributions to Zonta International Foundation (use the Foundation Transmittal Form – on- line).
- 8. ZONTA International and District Dues are due by or before JUNE 1.**
9. Hold a joint Board meeting with new and old Boards to exchange records and relevant information.
10. Make initial plans for District Conference (odd years).

## **JUNE**

1. Confirm with the Treasurer that:
  - Dues and fees were sent to District and International along with the District and International Dues Transmittal Form and Membership Report Form.
  - If new officers have been installed, new signature forms have been signed at bank.
2. **Have Secretary send a list of Club Officer and Committee Chairmen including names, addresses, email addresses, and phone numbers to the Area Director and Governor.**
3. Conduct June Board meeting –
  - Review your goals and plans
  - Review and approve new committees and roles, ensuring all members are on a committee or have a responsibility.
  - Review club calendar so it can be distributed at the June meeting to all members.
  - Remind program and committee chairs of the following dates to facilitate planning of appropriate events, activities, or programs.

<b>October 24</b>	<b>UN Day</b>
<b>November 8</b>	<b>Zonta's Birthday</b>
<b>January 11</b>	<b>Amelia Earhart Day</b>
<b>March 8</b>	<b>International Women's Day/Zonta Rose Day</b>
<b>November 25<sup>th</sup> to December 10<sup>th</sup></b>	<b>16 Days of Activism</b>

4. Finalize plans to attend the Zonta International Convention (even years). Remind convention delegates that a written report for presentation to the club is expected at the meeting following the International Convention.
5. Finalize plans to attend District Conference in September (odd years). Vote on delegates to District Conference. Send delegate information to the District Secretary.

## **JULY**

1. Finalize plans for the club year keeping in mind that programs should emphasize service and express the International biennium theme and goals.
2. Liaise with your membership chair regarding goals and plans for the year. Plans should include ongoing recruitment and orientation.

## **AUGUST**

1. Make plans for celebrating UN Day, October 24.
2. Confirm with committee chairmen that:
  - They have all the materials necessary for their committee.
  - They have conducted and/or scheduled a committee meeting.
3. Review convention actions, using the Program Issue of the Zontian (even years) for report and/or appropriate action at the Sept meeting.
4. Encourage District Conference attendance in odd years.

## **SEPTEMBER**

1. Remind members of District Conference (odd years).
2. Ensure Club roster sent to Area Director and Governor.
3. If applicable, have treasurer file Form 990 by October 15 (for US Clubs).
4. Finalize plans for UN Day, October 24.
5. Initiate process for Young Women in Public Affairs and Jane M. Klausman awards; club winners are due to Governor by April 1<sup>st</sup> (YWPA) and May 31<sup>st</sup> (Klausman).
6. Have delegates to convention give report to club.

## **OCTOBER**

1. Confirm that treasurer has filed Form 990, if applicable.
2. Observe UN Day **October 24.**
3. Finalize plans for **Zonta's Birthday, November 8.**

## **NOVEMBER**

1. Celebrate **Zonta's Birthday, November 8.**
2. In even-numbered years, send the names of Zontians recommended as candidates for Zonta International Office, Directorship and Nominating Committee membership to the District Nominating Committee.
3. November 25<sup>th</sup> to December 10<sup>th</sup> 16 Days of Activism

## **DECEMBER**

1. Finalize plans for **Amelia Earhart Day, January 11.**
2. Submit nominations to District Nominating Committees for district offices.
3. Receive Emma L. Conlon Z Club Service Award Contest forms from headquarters and distribute to Z Club chair.( if applicable)

## **JANUARY**

1. Observe **Amelia Earhart Day, January 11.**
2. Elect Nominating Committee for the club if not done during regular elections.
3. Plan activities to observe **International Women's Day, Zonta Rose Day, March 8.**
4. Begin plans for ZI International Convention (even years).

## **FEBRUARY**

1. Remind officers and committee chairmen that annual written reports are due at April or May meetings.
2. Present proposed budget for coming year for approval at annual meeting.
3. Confirm Club Treasurer has distributed dues notice to membership. Dues are due to club by: (Zonta International Bylaws, Article XIV, Section 2b).

## **MARCH**

1. Encourage attendance at Spring Workshop; plan to attend as President.
2. Elect delegates and alternates or proxies to the International Convention (even years). Register delegates and alternates on Clubs Credentials Registration Form or register online at [www.zonta.org](http://www.zonta.org).
3. Nominating committee report due.
4. Begin District 4 Annual Club Report (this will be due to Area Director May 1- project to year end).
5. In convention year, discuss with the club, issues, elections, etc. that will be covered.
- 6. International Women's Day, Zonta Rose Day, March 8**
- 7. Finalize Young Women in Public Affairs winner and submit to Governor by April 1.**



## APRIL

1. Receive written reports from officers and committee chairmen.
2. Conduct club annual business meeting (April or May).
  - a. Election of club officers, directors, and nominating committee.
  - b. Approval of budget for coming year.
  - c. Report of officers and committee chairmen (written report received earlier).
  - d. President's annual report.
  - e. Recommendations for coming year.
3. Submit District 4 Club Annual Report to Area Director by the date as specified by the AD. (project info to the year-end)
4. Submit International Officer Report Form – even if officers are the same – by May 1.
  - a. one copy to Headquarters
  - b. one each to Area Director and Governor.
5. Instruct Finance Committee to conduct an annual audit for fiscal year ending May 31.

## MAY

1. Installation of officers.
2. Arrange for joint meeting of incoming and outgoing board at May or June board meeting.
3. Have PR chairman arrange for newspaper announcement of club's new leadership.
4. Finalize Jane M. Klausman Award and submit to Governor May 31.
5. **Ensure that International dues and updated Club Roster are received at Headquarters by June 1.**
6. **Ensure that District Dues and updated Club Roster are received by District Treasurer by June 1.**

**\*\*\* Reporting Dates are sometimes adjusted depending on ZI so please check with your Area Director for Details!!!!**

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**Guideline for Clubs**  
**Minimum Donation to Zonta International Foundation**

Per Member (in USD)

Rose Fund	\$2
Amelia Earhart Fellowship Fund	\$3
Young Women in Public Affairs Fund (YWPA)	\$2
Jane M. Klaus man Women in Business Scholarship Fund	\$2
International Service Fund	\$5
Zonta International Strategies to Eradicate Violence against Women Fund (ZISVAW)	\$3
Endowment Fund	<u>\$2</u>
<b>Total</b>	<b>\$20</b>

**G**

**Remember:** These are only minimum guidelines. Zonta International recommends that one third of total fundraising dollars earned each year be sent to the Zonta International Foundation to support our programs. None of your membership dues are used to support our service projects. Detailed fund descriptions are in the ZI Club Manual.

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## **UNITED NATIONS DATES**

- June 4 International Day of Innocent Children and Victims of Aggression
- June 5 World Environment Day
- June 26 Charter Day (1945)
- June 26 International Day against Drug Abuse and Illicit Trafficking
- July 11 World Population Day
- Sept. Third Tuesday- International Day of Peace, Opening Day for the regular sessions of the UN General Assembly
- Sept. 8 International Literacy Day
- Oct. First Monday of October is World Habitat Day
- Oct. 1 International Day of the Elderly
- Oct. 24 United Nations Day
- Oct. 24-29 Disarmament Day
- Nov. 11 International Week of Science and Peace
- Nov.25 to Dec 10<sup>th</sup> 16 Days of Activism
- Nov. 25 International Day for the Elimination of Violence against Women
- Dec. 5 International Volunteer Day
- Dec. 10 Human Rights Day
- Dec. 11 UNICEF Day
- Mar. 8 International Women’s day and Zonta Rose Day
- Mar. 21 International Day for the Elimination of Racial Discrimination and Week of Solidarity with Peoples Struggling against Racism and Racial Discrimination
- April 7 World Health Day
- May 25 Week of Solidarity with the peoples of All Colonial Territories
- May 28 Women’s Health Day

There could be dates that are not listed above as the United Nations does add new dates from time to time. Please check the UN website for further information.