

Section 2
**The Club Board &
Committee Chairs**

Gathering Your Team

It is suggested that the President be engaged in asking their committee chairs to serve. Don't underestimate the power of the "ask". Often people are willing to serve but don't think they are needed because they have not been asked to help.

There is another motive at work here as well. As the leader, you are responsible to make sure that the information you need to complete your job is available to you. Choose team members who show strengths in communication, task completion and a willingness to cooperate. Above all these members will be people who will complete the tasks required and include as many other members as possible; educating and being educated along the way.

While committees have specific duties, everyone should have the overarching goals in mind as they perform their tasks. You might consider inviting your committee chairs to a board meeting or two. If that doesn't work, figure out some way at the beginning of the year to inform them of Zonta International goals, the district goals, and your club goals for the year. A good time may be at the beginning of the biennium, after convention, when you have had a chance to look at what has been voted on there.

When we have been around for a while it is easy for us to forget that newer members do not know all the history and vernacular that gets thrown around. Try to use the actual name of the things you are speaking about as opposed to an acronym. It will be easier for people to remember what the committee does if it is tied to actual words. Also, be contentious of The Buckingham 12 when dealing with someone new to a committee or board. It isn't a bad idea to give them the questions and go through them together or create a "job description" which includes the answers to these questions so that they get off on the right foot and everyone understands the responsibilities and expectations of their job.

The board will set the tone for the way the rest of the club approaches leadership opportunities. Gather your team, chart a course and create an environment where all members can succeed and thrive. Then watch the behavior emulated back in the broader membership.

HUMAN RESOURCES (VOLUNTEER) BUILDING CYCLE

Step 1: IDENTIFY organizational needs (skills, knowledge, perspective, contacts, etc., needed). What do we have? What do we need? What do we want? What is missing? Where is it? How do we get it? Identify sources of potential human resources with the needed characteristics.

Step 2: CULTIVATE potential human resource areas and individuals. Get these groups or individuals interested in your organization and keep them informed of your progress.

Step 3: RECRUIT prospects. Describe why an individual or group is wanted and needed. Describe expectations and responsibilities of service, and don't minimize the requirements. Invite all questions, ask relevant questions, and elicit and evaluate their interest and preparedness to serve.

Step 4: ORIENT new volunteers TO THE ORGANIZATION not the assignment - - programs, history, by-laws, pressing issues, finances, facilities, org chart, staff, and board. This process is at its best when it is formal.

Step 5: ACTIVATE all volunteers. Discover their interests and availability. Involve them in not only their assignments but also in committees and task forces both internally and externally. Assign them a "buddy". Solicit continual feedback. Hold everyone accountable. Express appreciation continually for all work well done.

Step 6: EDUCATE the volunteer. Provide information concerning your mission area. Promote exploration of issues facing the organization and clients. Don't hide difficulties and use the debriefing process liberally.

Step 7: ROTATE volunteers when possible. Establish and use your committees to keep volunteers fresh. Consider the volunteer's and the organization's needs alongside the performance. Re-assign volunteers who are not working well in tasks and/or identify training needs of staff who are unable to work with volunteers.

Step 8: EVALUATE the volunteers, the staff and the organization. Evaluate the board itself. Engage volunteers and staff in assessing their own performance. Use evaluation to learn -- not criticize. Identify ways to improve and opportunities for education. Encourage individual self-assessment.

Step 9: CELEBRATE!! Recognize victories and progress -- especially small steps. Appreciate individual contributions among staff, volunteers, board, and community. Make lots of room for humor and laughter. Reward individuals in ways relevant and meaningful to them (this is a far different process than what most orgs do when showing appreciation).

Kay Sprinkel Grace lists 10 things organizations should remember when recruiting young people for the board:

- Focus: meetings must be well-run and relevant to strategic plans and mission.
- Relevance: The mission must be a verified need of the community.
- Action: Young people want to be change agents – they do not want to talk about issues month to month or meeting to meeting.
- Impact: All efforts must have measurable results.
- Involvement: These volunteers want hands-on experience with the programs.
- Connections: Young people seek the ability to network and learn from other board members and leaders.
- Fun: Board meetings need to have time for humor and bonding.
- Growth: Young board members need a mentor to help them learn the etiquette and process of board leadership.
- Leverage: Board service can enhance the personal lives of board members; they want to learn new skills that will enhance many aspects of the personal and professional lives.
- Skills: They will have their own set of skills that older members can learn from such as technology and marketing.

The Buckingham 12

1. Do I know what is expected of me at work?
2. Do I have the materials and equipment I need to do my work right?
3. At work, do I have the opportunity to do what I do best every day?
4. In the last seven days, have I received recognition or praise for good work?
5. Does my supervisor, or someone at work, seem to care about me as a person?
6. Is there someone at work who encourages my development?
7. At work, do my opinions seem to count?
8. Does the mission/purpose of my company make me feel like my work is important?
9. Are my co-workers committed to doing quality work?
10. Do I have a best friend at work?
11. In the last six months, have I talked with someone about my progress?
12. At work, have I had opportunities to learn and grow?

The recruitment process includes:

- Developing a profile of the volunteers the organization needs.
- Developing a list of potential volunteers.
- Finding the right people to make the ask.
- Welcoming and orienting the volunteers.
- Providing education and support for the volunteers.
- Managing the volunteer program.
- Appreciating and recognizing volunteers.

Section 3

Zonta Club Committees

Includes

- Mandatory (Standing) committees
- Optional committees
- Appointment to committees
- Direction and planning
- Committee responsibilities
 - Committee chairman
 - Committee member
- Committee job descriptions
 - Service Committee
 - Organization, Membership & Classification (OMC) Committee
 - Legislative Awareness and Advocacy Committee

ZONTA CLUB COMMITTEES

Committees are formed to assist the effective functioning of the club. It is recommended that each member be invited to join a committee in order to become involved and share expertise and skills.

MANDATORY (STANDING) COMMITTEES

The Zonta International Bylaws require clubs to establish the following committees:

- Organization, Membership and Classification Committee
- Service Committee
- Legislative Awareness and Advocacy Committee

OPTIONAL COMMITTEES

The club may establish other committees in order to achieve its goals. These committees may include a program committee, attendance committee, scholarship, awards and fellowship committee, inter-city committee, public relations and communications committee. Some clubs also establish a fundraising committee and a leadership development committee.

APPOINTMENT TO COMMITTEES

All members in good standing are eligible for appointment as committee members or committee chairmen.

- The appointment of chairmen (and members, at club option) of committees is the responsibility of the club president subject to the approval of the club board.
- A committee may consist of one person. Each committee may have subcommittees.
- The reappointment of committee chairmen for successive terms is optional.
- Committee vice chairmen may be appointed to provide an opportunity for leadership training and continuity.

DIRECTION AND PLANNING

The club president and the club board give direction and suggestions to committees based on Zonta International objects, the decisions/goals decided at the last convention and district conference, and:

- The program issue of *The Zontian* magazine
- The Zonta International *Course for the Future – 2010 and Beyond* or current ZI strategic plan.
- Communications from Zonta International Board and international committee chairmen.

- Communications from ZI Headquarters, the governor, the area director, district committee chairmen and reports from previous club chairmen.
- The club's strategic plan.
- The ZI/ZIF website (<http://www.zonta.org>)

COMMITTEE RESPONSIBILITIES

Responsibilities of the Club Committee Chairman

- Establish the goals for the committee in cooperation with the club president and club board, and aligned with Zonta's mission.
- Report to the club board and the club regularly about progress.
- Report to the district committee chairman as required and copy the club president.
- Schedule regular meetings to discuss how committee goals will be met, with adequate notice of details, to committee members and the president and prepare an agenda.
- Give each member of the committee some responsibility and encourage each member to contribute ideas and suggestions.
- Adhere to the approved committee budget.
- Work with other club committees and the club board to prepare a club calendar of events and meetings (see Section 7).

Responsibilities of the Committee Member

- Attend committee meetings and participate in committee discussions and decisions.
- Accept assignments and responsibilities.
- Support committee projects and decisions.

Committee Job Descriptions

ORGANIZATION, MEMBERSHIP & CLASSIFICATION (OMC) COMMITTEE

This committee is vital for the future of the club and for the growth of Zonta International.

Responsibilities

Recruitment, rejuvenation, revitalization and retention

- Define short and long-term goals in keeping with *A Course for the Future – 2010 and Beyond* (or current ZI strategic plan) and International OMC Committee recommendations.
- Develop a plan for retaining current members and recruiting new members, and design activities that will help identify new members.
- Encourage every member to identify prospective members throughout the year, invite them to club meetings and events and refer them to the OMC committee. Before

being formally invited to join the club, it is highly recommended that the prospective member attend an information session about Zonta.

- Identify a mentor for each new member and jointly develop a program for the new member's involvement in club activities. The mentor helps and supports the member in getting involved with club activities and learning about Zonta procedures. The mentor encourages participation in committee work as well as participation in meetings at area and district levels.
- Evaluate committee progress at least once a year. Have the goals been achieved? What worked? What needs to be changed?
- Communicate with the district OMC chairman.

Please see the Zonta International Membership Manual: Marian de Forest Membership and Classification Manual and Organization and Extension Manual for information on the following:

- Membership Growth
- Growth of Existing Clubs
- Starting a New Club

Resources

- Zonta International website (www.zonta.org)
 - [Member Resources/Manuals](#) - Zonta International Membership Manual: Marian de Forest Membership and Classification Manual and Organization and Extension Manual
 - [Member Resources/Tools/Membership Tools](#)
 - [Member Resources/Tools/Club Tools](#)
 - O&E Kit (from ZI Headquarters) – this kit is provided once the governor has requested authorization from Zonta International for new club organization by submitting the signed form
 - Zonta brochures
 - OMC international and district committee or lieutenant governor

SERVICE COMMITTEE

Recommends action in accordance with the Objects of Zonta International to improve the status of women through international service projects and shall encourage and support local service projects that are aligned with Zonta International's goals.

Responsibilities

- Promote local service projects that improve women's legal rights, health, education, economic status and end violence against women and enhance women's self-esteem.
- Coordinate programs of Zonta International, and the club, at events and functions which:

- Raise the awareness of status of women issues.
- Provide education and development to women.
- Publicize and raise funds for local status of women projects and current international projects (*It is recommended that one-third (1/3) of total funds raised be contributed to Zonta International Foundation-funded service programs.*)
- Consider taking action by:
 - Offering support, financial or advocacy, in the effort to achieve justice, human rights and fundamental freedoms.
 - Keep club members informed of the accomplishments of women and of the activities of local women's organizations.
 - Provide self-development and training programs for club members that enhance their legal, political, economic, educational, health or professional status.

Other Potential Areas of Action

- Women's rights under the law, women in executive positions in business, equality of educational opportunity, women in politics, women's health, portrayal of women in the media, women as caregivers, women and credit.

POLICY ON CLUB PROJECTS CONDUCTED OUTSIDE THE CLUB'S GEOGRAPHICAL AREA

(As adopted April 2005 by the Zonta International Board)

Available on the Zonta International website under Member Resources/Policies

Zonta International Service Program Project History 1956-2010

Available on the Zonta International website under What We Do/International Programs/InternationalServiceProgram/Related Information

Resources

- ZI/ZIF website (www.zonta.org)
 - Member Resources/Tools/Service Tools
 - What We Do/International Programs
 - ZI Foundation
- *The Zontian* magazine and ZI Headquarters club mailings
- The United Nations and its agencies
- Relevant district chairmen of the service committee
- Reports of governmental bodies
- Zonta International convention resolutions (when applicable)
- Other materials such as Zonta position papers, workshop papers, etc.