

Zonta D4 Centennial Conference



District Conference Delegate/Alternate Responsibilities

Your club has put its trust and faith in you to represent your club at the District Conference. In return you have significant obligations as a delegate. Some delegates may also carry a proxy vote for another club.

Here is what you need to know to be a successful delegate:

1. Register early at the conference so you are included in the Credentials Committee report. Check-in with the Credentials Committee before each business meeting to verify your delegate status and be sure to wear your delegate identification. The Credentials Committee report will include all delegate registrations completed prior to the scheduled start of the business session.
2. Attend the First timer's/delegate's training session on Friday, September 27, 2019.
3. Attend all business sessions. You may want to take some notes of the happenings if you are to prepare a report for your club.
4. Wear your official delegate identification and convention badge during all business sessions.
5. Voting members only are to sit in the designated delegate area--usually in alphabetic order by club name.
6. Study all items in your Delegate Information Packet.
7. Ask questions when in doubt.
8. Visit with nominees/candidates running for office during the "Meet the Candidates" session if available.
9. A person who is a delegate/proxy is entrusted with the right to vote but should not be instructed how to vote. Be prepared, listen to the debates/discussions, candidates' speeches, and attend the "Meet the Candidates" session before making a decision as to how to vote.
10. Be prepared to write a report to present to your club on the conference results and activities. Take notes during conference business sessions.

AFTER THE CONFERENCE as a club delegate you may be responsible for reporting on the conference to your club. You may be asked to prepare and distribute a report after your return, or you may update your club members verbally at their next meeting. However, you report, be sure to include the conference decisions, accomplishments, and activities from your notes made during the conference proceedings. At the next club meeting, be a part of the program to share with all club members the information and excitement of a Zonta District Conference.



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HERE ARE SOME SUGGESTIONS for preparing your report:

Prepare your report in an organized manner. Present the most important facts first. The following outline may be helpful:

- Daily credential reports: Number of delegates / people attending the conference (credentials report and registration report). These details will be given during the business sessions.
- Election results for officers, directors, or other matters which were voted upon.
- Significant changes in bylaws or other rules. Updated governing documents will most likely be published and posted on the District website sometime after the Conference.
- Biennial goals for the District.
- District Service Projects
- Main points of any workshops or other sessions you may have attended.
- Printed materials received in the workshops or in the business meeting.
- Your personal evaluation of the conference.
- Thumbnail account of the social activities which promoted friendship and the exchange of ideas.

Keep in mind that the Conference is a learning experience. Appreciate this opportunity. Take time to make your report stimulating. Reflect the inspiration you received acting as liaison between your club and the Conference body.



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