



ZONTA
INTERNATIONAL

EMPOWERING WOMEN
THROUGH SERVICE & ADVOCACY

Club President's Companion

Welcome to your presidency:

9 points that will
make your job easy!



Welcome!

Being club president is the perfect time for you to experience Zonta in a leadership role.

You will be able to make better use of the organization to engage and involve all club members in Zonta's mission and vision.

This document is meant as an introduction and inspiration to your role as club president.

1. Two immediate sources for help:

Source #1: Your district area director

She will be happy to offer any guidance you might need. Do not hesitate to drop her a line or give her a call. She will ask for specific reports or data from time to time, as will district committee chairs. If she is interested, you may send her club meeting minutes, so that she knows what is going on in your club.

It is a good idea to invite the area director to a club business meeting during the biennium. She will share information, deliver Zonta International or district news, offer ideas and suggestions and can endorse you in many ways as well as demonstrating support from district. Generally, your area director will offer to attend at least one of your club's meeting and/or special event during their term.

If geography and time permits, encourage club members to attend inter-city or other clubs' events. There is so much to learn from other clubs and members participating in other clubs' events can show members that the Zonta world is bigger than just the local club.

Source #2: Tools

There are quite a few tools available on the Zonta International website, especially the Leadership Development Program that was designed to make your job easier. You will find how to find all the tools and resources that are on the website, e.g. how to build a strong team, how to prepare and monitor the club budget, how to make effective meetings, how to resolve conflicts, how to measure club performance, and a lot more. Looking at some of these sessions together with the club board is a good idea to learn more about Zonta and your board work.



2. Your role

The most important tasks for you as the president are:

- To engage and motivate the members to participate in the clubs' work with their knowledge, experiences and interest
- To see, listen and pay attention to all members and appreciate their contributions regarding time, work and donations.
- To lead the club and create conditions/prerequisites for the club members to meet the club's goals, which of course should be in line with the biennial goals.
- To create a good and effective board work where all the members of the team feel they are involved.
- To involve your colleagues and work together in an early stage will make the work more fun and you will also have someone to discuss challenges with.

Remember, you do not have to do everything on your own; in fact it is better to share leadership wherever possible to build strengths within the club. You are helping others learn when you ask them to take on new tasks – you are growing leaders.



3. The Role of your Board

The primary role of the club board is to recommend advocacy actions, service projects, and donations and make suggestions for policies for adoption by the club.



4. Club Committees

To involve the club members in actions that empower women, each club should have task forces/committees as appropriate for smooth operations.

It is best practice for the president to ask specific club members who have experience or interest in a particular topic or issue to chair each of these committees.

They will then either choose their committee members and/or ask members to 'sign-up'. There is a great opportunity for all members to participate on a committee and be actively engaged in club activities.



5. Financial Management

One of the duties of the president is to ensure that the club maintains fiduciary responsibility. You will want to work closely with the club treasurer to confirm that they are paying bills, dues, taxes (if required), member reimbursements and any other items on time.

You and your treasurer will need to familiarize yourself with Zonta's policies and procedures on club finances. There are tools on the website for this, and most districts and areas conduct treasurers' training on a regular basis.

There are specific online sessions for financial responsibilities on the Leadership Development Program e-learning page.

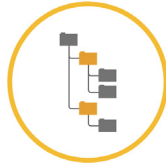
For USA clubs there are two options for filing taxes, either under the Zonta International umbrella or directly to the IRS.



6. Getting Organized:

Whether you are a leadership pro or this is your first time in a leadership function, the key to successful leadership is to have a plan, be organized and delegate where appropriate. Zonta clubs are places for mutual empowerment and a platform for actions that improve the lives of women and girls. Therefore it is a good idea to take a look at the processes and the culture in your club on a regular basis. Check whether they support these goals and make sense in today's world. Just because "it's always been done that way" does not mean it cannot be changed. Consult with your board and other club members to consider e.g. type of meeting agenda, method of reporting minutes, plan for membership recruitment and retention, plan for fundraising, etc.

When preparing your club meeting agendas, make sure you have enough time for our Zonta issues like news and information from Zonta International. Include members by having them address international projects/programs and report on events at the UN. Also involve/delegate club members in the performance when appropriate. When preparing board meeting agendas make sure that the board members get all relevant information in time which allows them to come well prepared and makes the meeting efficient.



7. Parliamentary Procedures:

Zonta, at all levels, is a democratic organization. This means that all members in good standing (who have paid their dues) have the right and responsibility to vote on all decisions that impact your club.

Parliamentary rules were developed to facilitate healthy discussions and to allow every voice to be heard. Robert's Rules of Order are generally used in Zonta, but should the laws and customs in your country prescribe others, that is also fine. Some good references for learning how to conduct proper voting can be found in the club manual.



8. Protocol is an attitude:

Observing protocol is an easy and effective way to show respect and gratitude for the work and sometimes considerable efforts other members have made to make Zonta a great organization.

The Zonta International Protocol Manual shows you the “How to...” It will answer the questions you may have when you invite Zonta members or elected leaders to your club events or meetings.



9. Resources

The hallmark of a good leader is to be committed to the mission, vision and goals of the organization. That means for you to be up to date on what the goals are for the biennium and where to get the answers you need when questions come up. As president, you are the “go-to” person in your club when questions arise.

A few months after convention, you will receive a copy of the new Governing Documents from ZI Headquarters. This is a booklet that contains the International Bylaws, biennial goals, a description of the current international projects and a glossary. Keep a copy handy for all club meetings for reference. Club elected leadership have two-year terms of office to follow the international structure. If a club has adopted only one-year terms of office, the Governing Documents need to be passed along.

Everything you need to know to effectively do your job can be found in the Governing Documents, the Zonta Club Manual and the website. Visit zonta.org Here you will find all the manuals, forms, biennial goals, resolutions, the Zonta Store, and much more that makes your work as club president easy, efficient and enjoyable.



Acronyms and initializations that may be helpful:

AD	Area Director (elected by district at biennial conference)
AE	Amelia Earhart (aviator and former Zonta member)
AEF	Amelia Earhart Fellowship (Zonta International scholarship award presented to post-grad candidates)
CEDAW	Convention on the Elimination of all forms of Discrimination Against Women (United Nations treaty)
CoE	Council of Europe
CSW	Commission on the Status of Women (UN body which holds an annual gathering in NYC usually in March)
JMK	Jane M. Klausman Women in Business Award (Zonta scholarship presented at club, district and international levels)
ROP	Rules of Procedure (district or club operating policies and rules)
SOP	Standard Operating Procedures (often used to clarify processes at club level)
UN	United Nations (Zonta has consultative status with this organization)
YWPA	Young Women in Public Affairs (Zonta scholarship presented at club, district and international levels)
ZI	Zonta International
ZIB	Zonta International Board (elected by members at convention)
ZIF	Zonta International Foundation (charitable foundation of ZI which provides funding for international educational programs and service projects)
ZISVAW	Zonta International Strategies to end Violence Against Women (service projects targeted to end gender-based violence worldwide.)