



Zonta International®

District 12

Advancing the Status of Women Worldwide

Club President's Responsibilities

DISTRICT 12 LEADERSHIP TRAINING

Training OBJECTIVES

- Objective 1: To provide club leaders the necessary tools for effective operations of their clubs.
- Objective 2: To communicate useful information from Zonta International and District 12 .
- Objective 3: To provide club leaders a learning environment for networking and sharing best practices.
- Objective 4: To provide club leaders the opportunity to ask questions and seek advice from district board members/trainers.

Zonta International

- MISSION

Zonta International is a leading global organization of professionals empowering women worldwide through service and advocacy.

- VISION

Zonta International envisions a world in which women's rights are recognized as human rights and every woman is able to achieve her full potential.

In such a world, women have access to all resources and are represented in decision making positions on equal basis with men.

In such a world, no woman lives in fear of violence.

- THEME

Empowering Women Through Service and Advocacy

Zonta International Website

- Website: www.zonta.org
 - Governing Documents booklet (ZI Bylaws and Rules of Procedure; ZI Foundation Bylaws; and ZI Resolutions, Strategic Plan, and Biennial Goals)
 - Manuals (Club, District, International, Membership)
 - Forms
 - International Service Programs
 - Share Your Story (great information about what other clubs are doing)
 - ZI Events
 - Zonta Store

Zonta International Club Standing Committees

- Club Standing Committees:
 - Membership
 - Service
 - Advocacy
- Other committees the club board may authorize to achieve its biennial goals:
 - Finance
 - Public Relations
 - Nominating
 - Historian / Archivist
 - United Nations
 - Program
 - Fundraising

Zonta District 12

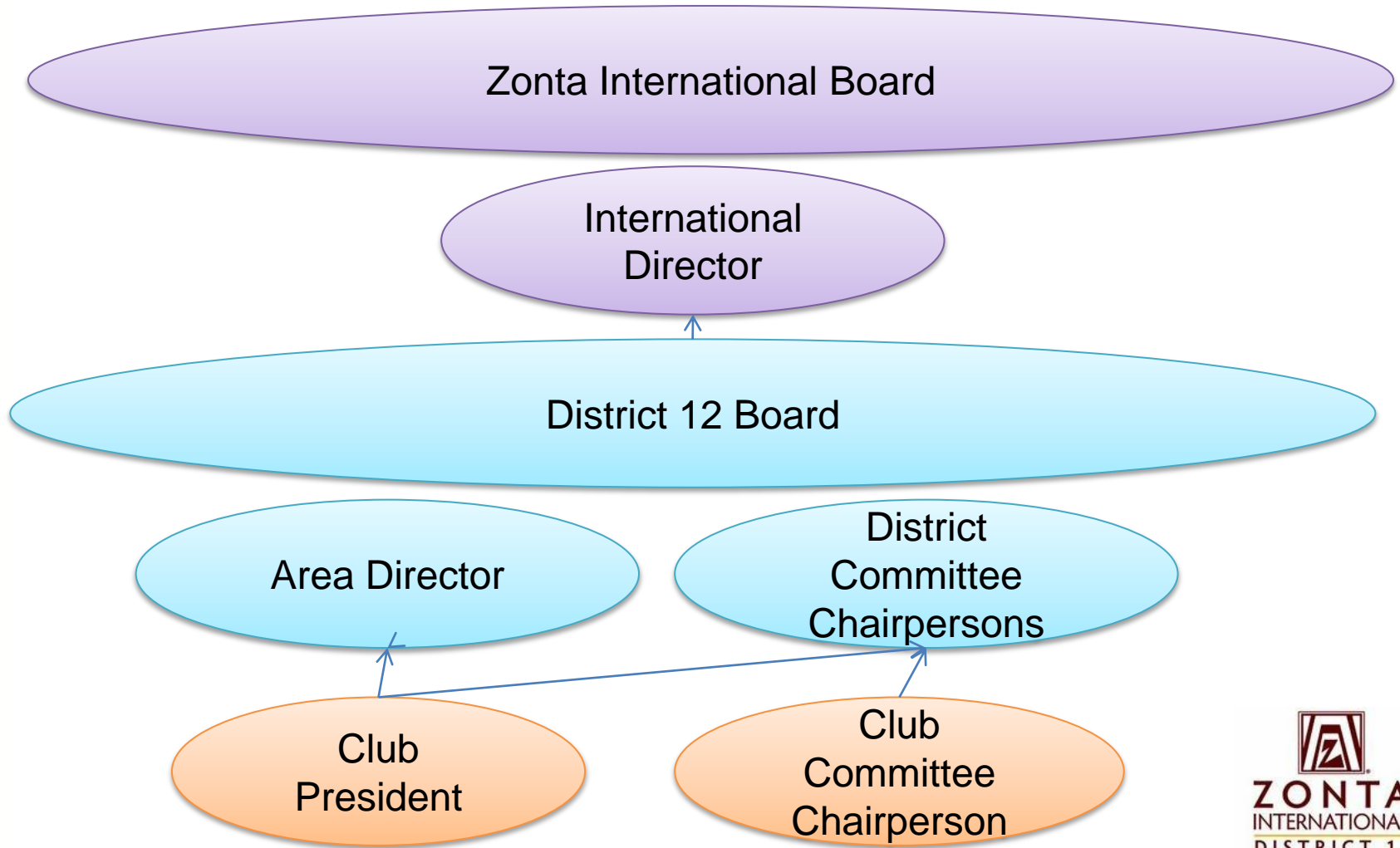
MISSION

Zonta District 12's purpose is to build, develop, and maintain strong clubs through support, leadership and communications in order to further the mission of Zonta International.

District 12 Website

- Website: www.zontadistrict12.org
 - **Leadership Training:** President's Responsibilities
 - **Who We Are:** Officers and Board Members, History, Clubs
 - **Members Only Area:** Strategic Plan & Biennial Goals, Annual Club Reports
 - **What We Do:** Advocacy, Scholarship & Awards, Service
 - **Resources:** D12 Outreach Newsletters, D12 Policy and Procedures Manual (Area Meeting host club responsibilities)
 - **Home Page:** D12 Map, D12 Calendar of Events - Area Directors can add events for clubs

Flow of Information



President's Responsibilities

- Know and understand the Zonta International Mission, Objects and Structure (Club Manual)
- Understand and carry out all President responsibilities as outlined in the Club Manual
- Establish Standing Committees – Appoint chairs and review their responsibilities (Club Manual)
- Review how to conduct a Zonta meeting prior to your first meeting (Club Manual).
- Establish a yearly calendar of meetings and events.

Club Operations

- Board Meetings & General Meetings
- Agenda
 - Remember your “PAL”
 - P: Purpose
 - A: Agenda
 - L: (Time) Limit
- Parliamentary Procedure – Robert’s Rules (D12 Website Resources/Leadership Training/Club Meeting Tools)
- Club Annual Report
 - Reflect upon and showcase your club’s accomplishments
 - Delegate each portion to the appropriate board member or committee chair
 - The District Service Award and the District Advocacy Award are given based upon the information in the Local Service & Advocacy sections
 - Due to Governor in May.

Communication

- Include Club Calendar in all meeting agendas and/or newsletters
- Dedicate part of a meeting to communicate Long Range Plan
- Develop a Newsletter (monthly, quarterly...)
- Consider maintaining a database of “Friends of Zonta” and include them in the newsletter e-mailing
- Dedicate part of a meeting to go over the Annual Club Report with members to reflect on all that’s been accomplished
- Dedicate part of a meeting to go over the Healthy Club Inventory or Club Achievement Form with members
- Encourage members to attend leadership training classes, conventions, conferences, area meetings-- perhaps an incentive program would be appropriate or money budgeted for attendees.

Planning is Crucial to a Club's Success

- Mission Statement
 - Club should have a club mission statement that aligns with ZI and District 12
- Long Range Plan (Goals)
 - Aligned with ZI and District 12 Goals
 - Create Planning Committee
 - Use Member Surveys/Interest Inventories
 - Use Healthy Club Inventory and/or Club Achievement Report as a guide
 - Could encompass multiple years (1 to 3 yrs.)
 - Tools are on District 12 website under Resources/Leadership Training/Long Range Planning and Goal Setting

Track Progress toward Goals

- Board and Committees should develop plans to achieve the goals of the club.
- Plans included tasks and responsibilities
- Track completion of tasks and progress toward goals throughout the year.

Club Meeting Tools

District 12 Website under Resource/Leadership Training/Club Meeting Tools

- Board Meeting Agenda & Minutes Template
- Club Meeting Agenda & Minutes Template
- Parliamentary Procedure

Event Insurance

- Club events can be covered by the insurance Zonta International's insurance policy. To obtain the insurance coverage for a specific event, contact ZI's insurance agent, Cook & Kocher Insurance Agency, at (847) 692-9200.
- The ZI insurance **does not** cover the sale of alcohol. The policy provides Host Liquor Liability, which only applies when the liquor is provided without any charge.

Officer and Board Insurance

Clubs may also consider purchasing Directors and Officers Insurance. A club's board of directors and officers could be personally named in a lawsuit filed against a club alleging fraud or financial mismanagement.

Directors and Officer's Insurance will cover the cost of defending the directors and officers and pay any resulting money damages.

Use of Photos and Videos

- If you are using a photograph or video of a person who is not a club member, you may need a written release or waiver from that person.
- Photographing a person in public view does not require a release. You can also display the photograph as an illustration of art or news – including showing those images through social media, in print, or in news media.
- If it is not a crowd scene and you intend to use the photograph in order to sell products or make money, including advertising, a written release is necessary.
- For example, if you have a photograph or a video of a person attending a Zonta function for which you charge a fee, you cannot use the image of that person to advertise the function for the next year. However, you could post the image on your Facebook page or use it in social media to show what the event was about.
- If the club is ever in doubt about whether or not the use is commercial, a release or waiver should be obtained prior to use of the photograph.
- See the President's Guide for details and a sample waiver.

Mentor for Club Presidents

- Your Area Director is your Mentor
 - Do not hesitate to call her for assistance – she's been there!

Contacts

- D12 Board & Committee Chairs
 - www.zontadistrict12.org
 - Who We Are, Leadership
- D12 Club Presidents
 - www.zontadistrict12.org Members-Only Area

Other Tools

Members Only area of District 12 website

- Member Directory
- Templates for Letterhead, Business Cards, PowerPoint
- Club Annual Reports
- Rotation of Hosts for Conference and Governor's Seminar

Conclusion

- Make use of all the wonderful resources available to you on the D12 and ZI websites. Do NOT re-invent the wheel.
- Put your Area Director's contact information in your phone. She is your mentor and direct line to all the help, information, concerns you might have.
- Encourage your committee chairs to keep contact info of their D12 counterpart handy as well.
- Delegate!
- Questions/ concerns not covered?