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| Debbie Squires  Description of Area Director’s Role:  **District 12 Policy and Procedure Manual, Area Directors**  **Responsibilities: Area Directors shall:**  **(1) Attend all Board Meetings and official activities of the District.**  **(2) Visit every club in designated Area at least once each**  **biennium. (See, Section 9, Club Invitations and Visits.)**  **(3) Assist clubs to develop programs to advance the work of Zonta**  **International, encourage growth within each club, and identify localities within designated Area that may be sites for new club organization.**  **(4) Ensure that club board members and elected and appointed club committee chairs sign the Conflict of Interest Declaration and the Use of Member Information by Zonta Leaders Declaration.**  **(5) Support and strengthen rapport with clubs in the Area by**  **attending events and promotions of the clubs.**  **(6) Participate in planning programs for the District 12 Conference.**  **(7) Keep the Governor informed of any special meetings and**  **events scheduled by clubs in designated Area.**  **(8) Work with the Bylaws Committee to ensure that club bylaws**  **have been adopted and periodically reviewed.**  **(9) Perform other duties as assigned by the Governor.**  **d. Reporting: Area Directors shall make a report to the District Board at District Board meetings.**    **e. Area Meeting: Area Directors shall:**  **(1) Plan an Area Meeting annually. Other leadership meetings are**  **discretionary with the approval of the Governor.**  **(2) Be responsible for working with the Area Meeting Host Club**  **and shall be responsible for assisting the club to make all local**  **arrangements and for chairing the Area Meeting.**  **(3) Assist the Area Meeting Host Club in preparing the Area**  **Meeting Report to be mailed to the Governor within 20 days of**  **the meeting with a check for the excess funds or for a request**  **for reimbursement.**  **f. New Clubs and Clubs of Special Interest: Area Directors shall:**  **(1) Act as troubleshooter and facilitator for clubs in the Area upon**  **the request of the Governor or Zonta International, or in a**  **recognized area of concern. For example, if a club will not be**  **sending a representative to the District Conference, the**  **Conference Committee shall notify the Area Director to identify**  **a proxy. If a proxy is not identified, the Governor should be**  **notified in advance of the Conference.**  **(2) Visit new clubs in the Area at least once but preferably twice**  **per year with the first visit occurring within 90 days of the club's**  **charter.**  **(3) Review the minutes of club and board meetings for each new**  **club during the first year of its existence with the Governor and**  **the chairman of the SOM (sponsoring, organizing and**  **mentoring) committee.**  **(4) Stay informed about and advise the Governor of clubs with low**  **membership, internal conflicts or other problems.**  **(5) Work with the Governor to assist clubs in resolving problems.**  **(6) Be notified by a club that intends to disband and work with the**  **club to avoid disbandment.**  **(7) Cooperate with the Lieutenant Governor about club**  **membership matters.**  zonta logo  **Area 3 Goals  2012-2014**   |  |  |  |  | | --- | --- | --- | --- | | |  | | --- | | **Goals:**   1. **Increase visibility and Public Relations** 2. **Increase membership** 3. **Have productive and meaningful Area meetings** 4. **Continually update website** 5. **Be a liaison for clubs to District**   **Strategies:**   1. **Attend at least one meeting per club per biennium (all ready attended Lakewood/Golden and Foothills Boulder)** 2. **Help clubs increase membership 1 net member each year through strong service projects and fund raisers.** 3. **Increase visibility and Public Relations through attending outside functions, having the Z logo visible through various channels, i.e., with a stamp, banner, signs, etc.** 4. **Update the website by listening to members on what they expect from it.** 5. **Have Presidents' meeting every other month to improve communications** 6. **Help train Vice Area Director to continue the work that ZI has set for our goals.** | |  |  |   Goals and Strategies 2012-2014:   1. Increase visibility: Had the Zonta Banner made and placed at all events possible to make Zonta more visible to all who attended. 2. Increase membership: Work with all clubs attending fund raisers and service projects to increase membership, Denver Club net 1; Denver Club net 2 and Douglas County net 3. 3. Area meetings: Worked with the Denver Club for the 2013 meeting: Vision, Commitment and Transformation. Worked with the Lakewood/Golden Club for the 2014 meeting: Transformation, Motivation and Appreciation. The Vice Area Director was invited and included in the preparation of these meetings. 4. Update website: 2013 put together a calendar of all the meetings and events planned for Area 3. In 2014 a D12 calendar was created on the D12 website. 5. I have attended all six club meetings throughout the two years. I have attended all fund raising events except for Denver II Golf Tournament. The Area 3 Presidents came in 2nd at the Douglas County’s 10th Annual Trivia Night event. We have had an Area 3 Presidents’ meeting five times each year improving communications among the six clubs. Each club gave their individual reports, and any relevant matters from ZI and D12 were discussed at each meeting. 6. I also attended our new Greeley Club meeting in February to monitor their progress which is phenomenal. 7. Attended D12 Board Meetings. 8. Participated in Area Directors’ conference calls. 9. Attended D12 Conference and Governor’s Seminar. 10. Worked on revising D12 Policies and Procedures on the responsibilities of each club with their Z Club. 11. Worked with Lakewood/Golden and Boulder County clubs to keep them from disbanding. 12. Worked with both the Lakewood/Golden Club and the Boulder County Club on the Area 3 Amelia Earhart Brunch Event 2013 and the 2014 Area 3 Meeting. 13. Asked our Lieutenant Governor, Marcy O’Toole, to moderate a panel discussion at the 2014 Area 3 meeting about Membership Recruiting and Retention since Area 3 had the lowest membership increase in D12. 14. Attended both 2013 and 2014 Colorado Women’s Legislative Breakfast representing Area 3 and District 12.   Respectfully submitted,  Debbie Squires  Area 3 Director |