

Final Report for 2012-2014

June 2014

**Your Name:** Janet Bergin

**Office or Committee:** Area 4 Director

**Description of Your Role:**

The role of the area director is to administer the affairs of a specific area within the district. The area director is elected at the district conference in the odd-numbered year of the biennium before the convention at which she or he takes office (or, at the option of the district, at the area meeting to be held prior to the convention) and holds office for two years or until a successor takes office. The area director keeps in contact with area presidents and is a liaison between clubs and district governor.

**Biennial Goals & Results for this Biennium:**

Area 4

**Category:** Leadership

**Objective:**

Act as a liason between clubs and the D12 Board

**Indicators:**

Sometimes - Answer all e-mails and telephone calls relating to Zonta within 48 hours

Yes - Visit each club in Area 4 at least once from Jan. 1, 2013 – May, 2014

Sometimes - Have bi-monthly conference calls with Area 4 presidents and vice area director.

**Category:** Advocacy, Leadership, Membership

**Objective:** Conduct Area 4 Meeting

**Indicators:**

Yes - Have committee set up with Zonta Club of Prowers County by December 13, 2013.

Yes - Have convention center/hotel accommodations in place by January 24, 2014

Yes - Plan program by February 3, 2014

Yes - Have all speakers confirmed by February 21, 2014.

Yes - Send out call to meeting by February 28, 2014.

No - Increase attendance at are meeting by 10%

**Information Sources for this Role:**

D12 website resources

Governor, District Board Members, other Area Directors

District 12 Manual and Policies and Procedures Manual

Zonta international website

**Key Dates:**

Area meeting April 5-6, 2013

District Conference October 4-6, 2013

Area meeting April 4-5, 2014

**What Worked During this Biennium:**

The concept of the area director and presidents meeting taking place on a regular basis.

The leadership training by phone.

The monthly AD calls.

**What You Would Change:**

Start right away with the presidents meetings, so it becomes a habit quickly, and set a consistent time for the meeting. I had a hard time getting only 2 presidents together for a phone call. I usually ended up having separate calls, which sort of defeated the purpose.

Not be club president at the same time. And have district conference at the same time.