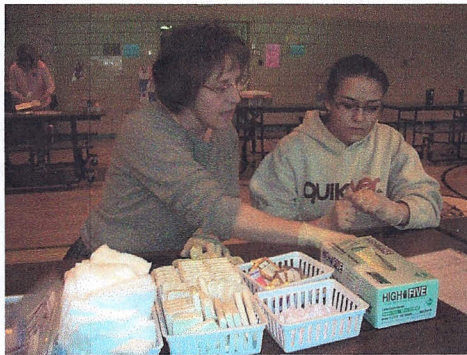


## Committee Member Responsibilities

Committees are formed to assist the effective functioning of the club. All members are invited to join a committee in order to become involved and share expertise and skills.

- Attend committee meetings and participate in committee discussions and decisions.
- Accept assignments and responsibilities.
- Support committee projects and decisions.



Assembling Birthing Kits



## Appointment to Committees

All members in good standing are eligible for appointment as committee members or chair.

- A committee may consist of one person.
- Each committee may have subcommittees.
- The appointment of chairs (and members, at club option) of committees is the responsibility of the club president subject to the approval of the club board.
- The reappointment of committee chairs for successive terms is optional.
- Committee vice chairs may be appointed to provide an opportunity for leadership training and continuity.



Zonta Club of Laramie

PO Box 2196

Laramie, WY 82073

[www.zontadistrict12.org/Laramie](http://www.zontadistrict12.org/Laramie)

# Zonta Club of Laramie Committees



## What's Right for Me?



Laramie Zontians Conduct Highway Clean-up

**ALIGNED TO THE ZONTA MISSION**  
**To Advance the Status of Women And**  
**To Make a Difference at the Local**  
**and International Level**



## Standing Committees & Subcommittees

### Service Committees:

- **Scholarship**—Meet in Spring to publicize scholarship programs and select applicants for local scholarship awards.
- **Legislative Awareness & Advocacy**—Promote legislative activities that meet Zonta mission. Provide club with ideas for advocacy on issues that meet Zonta mission.
- **Birthing Kits**—Assist with planning and promoting the birthing kit assembly. Collect items for kit. Help with assembly.
- **Suited for Success**—Assist with collection of clothing. Assist women in finding appropriate outfits for interviews.
- **Golden Z and Z Club**—Mentor college-aged or high school-aged young adults to promote the objects of Zonta.

**Local Service Project Committees**—All service committees must report volunteer hours to the Service Committee Chair. Various numbers of members are needed for each of these committees.

- **Bell Ringing for Salvation Army**—Members ring the bell for 1 two-hour shift one day in December.
- **Climb Wyoming Graduation Receptions**—Generally 3 graduations/year. Help with set up and serving.
- **Iverson Mansion Holiday Open House**—Serve refreshments to visitors at the Open House in December.

**Organization, Membership & Classification (OMC)** - Responsible for the recruitment and retention of new members. Committee meets monthly.

**Public Relations and Communications**—Promote club activities through social media, the internet, newspapers, etc. *The highway clean up (formerly part of the Environmental Committee) is now considered part of the public relations effort.*

**United Nations**—Promote the activities conducted jointly by the UN and Zonta International to club members.

**Finance** - Provide support to the Treasurer through help with budget preparation and reconciliation.

**Nominating Committee**—Three members are *elected* annually in the Spring. Identify future officers and directors.

### Fundraising Committees:

- **Style Show**—Various committees meet during the summer and fall to prepare for this major fundraiser which is traditionally held in November.
- **Rose Sales**—Help with planning and implementing rose sales and delivery in February and March.
- **Nu2U**—Work with Suited for Success to sell clothing that is unsuitable to wear for employment interviews.
- **McAllister's Dinner**—Help with planning and promotion. Committee meets as needed.



**Read More About Committees in the Zonta Club Manual on the ZI website**

[www.zonta.org](http://www.zonta.org)