

ZontaDistrict12.org



January 10, 2015 Board Reports

**Name**: Michelle Ammerman

**Position / Committee**: Area Director, Area 2, District 12

**Goals: (cut and paste here).**

* Visit each in my area at least one time during a regular meeting per fiscal year.
* Develop a training for Board Training for club boards to be provided during the biennium.
* Hold leadership training calls (or in person meeting where possible) with my area club presidents at least every other month.
* Assist with the Planning and Execution of the Governor's Seminar in Cheyenne, WY in September, 2014.
* Plan and execute, with the assistance of the Greeley Club, and at least one person from each area club, the Area Meeting in Greeley in 2015.

**Accomplishments (to date) & plans for next 6 months.**

* Accomplishments:
  + Assisted in planning of Governor’s Seminar
  + Conducting Monthly Conference Calls with Club Presidents
  + Have developed a Checklist for Building Strong Clubs (included at the bottom of this report)
  + Visited Cheyenne Board Meeting
* Plans:
  + Conduct Area Meeting in Greeley
  + Visit Each Club
  + Develop a training for Board Training for club boards

**Questions for Governor report: (Respond if apply to you. You may delete the parts that don’t apply to you.)**

Any topics on which you would like to receive any additional information from the ZI board? Eliminating Procrastination.

Please give details of specific skills, knowledge, and tools that you or your District team needs to help you achieve your biennial goals. Eliminating Procrastination.

Goal 1 – Service

1. What percentage of clubs in your district/region have local service projects that do not focus on women's and girls' issues? To my knowledge all service projects focus on women and girl’s issues.
2. What action is being taken to ensure 100% of all local service projects focus on women's and girls' issues? To my knowledge all service projects focus on women and girl’s issues. I have asked to have a topic during the area meeting called “Selecting Service Projects that Matter” and focusing on this issue. I have included a checklist on Service Projects in the checklist that I developed on Building Strong Clubs. It is included at the end of this document.
3. What action is being taken to determine that where local projects are in cooperation with other organizations that these organization share the same values as Zonta? (Ann Hefenieder & Area Directors)

Goal 2 - Advocacy

1. What training is taking place in your district/region with regard to the UN and the Council of Europe? (Denise LaRue)
2. What advocacy actions are taking place in your district/region that focus on Beijing + 20, the Post-2015 Agenda and the ratification of CEDAW where relevant? (Denise LaRue)
3. What like-minded organizations are clubs in your district/region cooperating with? Clubs have partnered with safe houses and education groups.

Goal 3 – Resources

1. Are you on track to charter a new club in your district/region this biennium? (Renee, Marcy and Vice Area Directors)
2. List any clubs in danger of disbanding. (Renee, Marcy)
3. What action is being taken to rejuvenate clubs? (Renee and Vice Area Directors)
4. What action is being taken to increase the level of active member participation? Clubs are working diligently to engage in projects that involve their members. Each club has a project or activity that they participate in and all club members are involved.
5. What action is being taken to ensure that the necessary level of skills and competences are represented in the club? I am not sure that this is happening.
6. What leadership training programs are conducted at club and district/region levels? I am not sure that this is happening.
7. What action is being taken to ensure that the Governing Documents and operational manuals and policies are understood by the District Board and club presidents? I am not sure that this is happening. I provided some of this documentation early on and received feedback that they had not reviewed it. We have discussed it in our calls, but I think that a sense of urgency is not there as it relates to this issue.
8. What action is being taken to ensure that donations to ZIF are increased by 5% from the previous biennium? (Jan Kirch)

Section 3 - International Committee Goals

1. What steps have you taken to increase the number of Z clubs, Golden Z clubs, and e-clubs?

Z clubs and Golden Z Clubs – Deb Reynolds

E clubs – Renee

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| **Question** | **Cheyenne** | **Laramie** | **Greeley** | **Fort Collins** | **Converse County** |
| 1. What activities has/is your club participating in relating to Zonta Says No? | We utilized the theme during our 16 Days of Activism, see question #2 |  |  | We joined another local group in Loveland and did a Walk in Silence for victims of abuse. |  |
| 1. What activities has/is your club participating in relating to the 16 Days of Activism? | Club Members and Z-Club members participated in formal proclamation signings with the State of Wyoming Governor Matt Mead and City of Cheyenne Mayor Richard Kaysen. We displayed Silent Witness silhouettes at City Hall and the Laramie County Library.  We were featured on the local news and in the Wyoming Tribune Eagle.  Luminaries were handed out, bright orange bags with battery operated candles, to display in windows and doorsteps.   We posted highlights on our facebook page. |  |  | We had the mayor of Fort Collins read our Proclamation and we posted on our Club Facebook page each of the 16 days.  Our members reposted on their individual pages. |  |
| 1. Are there any topics on which you would like to receive any additional information from the ZI board? | No |  |  | No, but next year, we’d like ZI to have the Zonta Says No information up on the International Website much earlier.  We couldn’t find information to help us do what we wanted in time. |  |
| 1. What service projects do you have that do not focus on women and girl’s issues? | None |  |  | We do not have any. |  |
| 1. What initiatives do you have underway to ensure that 100% of your local service projects focus on women and girl’s issues? | We research prior to engagement. |  |  | We use a “project proposal” sheet.  It gets filled out by the person proposing the project, goes to the board and if we approve it, we put it out to the club. |  |
| 1. What organizations are you partnering with on local service projects and initiatives?    1. How do you ensure that these organizations share the same values as Zonta? | Circles Wyoming, Safehouse, Comea Homeless Shelter & resource center, Wyoming Coalition Against Domestic Violence and Sexual Abuse  We investigate prior to supporting. |  |  | Junior Service League of Fort Collins, The 21 Campaign (Walk for Freedom)  We again use our Project Proposal Sheet. |  |
| 1. What initiatives do you have underway to increase the level of active member participation? | Committees and subcommittees, Zappy hour (gathering of new members and seasoned members to provide orientation and xx) |  |  | Our membership committee has hosted a “social” monthly.  We will change it to quarterly in 2015. |  |
| 1. What initiatives do you have underway to ensure that the necessary level of skills and competences are represented in your club? | Membership committee determines the designation.  We have not experienced an issue in this area, we have a diverse club membership. |  |  | I’m working with Marcy O’Toole right now. |  |
| 1. What leadership training programs are conducted at the club levels? | Participation at the District level. |  |  | I attended the Governor’s Conference in Cheyenne.  Took back what I could to our club.  We have it in our board goals to work on this. |  |
| 1. What is your single biggest challenge as it relates to your club? | Communication; keeping active, semi-active and non-active members informed of club decisions and what is going on with committee work. |  |  | Working on not taking on too much for the few members we have.  We lose about as many as we bring on because they get burned out. |  |

**Building Strong Clubs Checklist**

This checklist is designed as a beginning tool for clubs to use to evaluate their various membership efforts and club activities that are related to Zonta’s Mission. While the items in this checklist are suggestions only, they will provide a useful framework for developing noteworthy clubs.

1. Recruitment – Should be ongoing.
2. Retention – Plug the holes in the bucket.
3. Orientation – New members should receive an orientation within 30 days of joining.
4. Every member has leadership potential – help develop it.
5. Activities – Support the Mission of Zonta. All Club activities should be driven by Zonta’s Mission and Objects.
6. Partnering – Partner with organizations that like-minded.

***MISSION:***

Zonta is a global organization of executives and professionals working together to advance the status of women worldwide through service and advocacy.

***VALUES:***

Zonta International is an independent, nonpartisan and nonsectarian global network of professionals united through purpose, taking positions based on its own values and democratic principles.

***ZONTA’S OBJECTS:***

* To improve the legal, political, economic, educational, health and professional status of women at the global and local level through service and advocacy.
* To work for the advancement of understanding, goodwill and peace through a world fellowship of members.
* To promote justice and universal respect for human rights and fundamental freedoms.
* To be united internationally to foster high ethical standards, to implement service programs, and to provide mutual support and fellowship for members who serve their communities, their nations and the world.

***ZONTA MEMBERS’ VALUES – CONVICTION, COMMITMENT, COURAGE:***

***CONVICTION***

Zonta’s programs, projects and actions build a better world by:

* Improving women’s health and education
* Ensuring women’s economic empowerment
* Strengthening women’s representation in decision-making positions
* Working to end violence against women

***COMMITMENT***

We conduct business in an honest and trustworthy way to fulfill Zonta’s mission and reach Zonta’s vision, with respect and acknowledgment of members’ diversity.

***COURAGE***

We shall not rest until:

* Women’s rights are recognized as human rights and every woman is able to achieve her full potential
* Every woman is literate and has access to education, health care, legal and economic resources on an equal basis with men
* The world is free from violence against women

**STRATEGIC GOALS:**

GOAL 1 – SERVICE

* Zonta International and its Foundation support mission focused projects and programs of lasting impact.
* Zonta International and its clubs initiate service projects and programs addressing root causes of problems and focusing on prevention.
* Zonta International will cooperate with local governments, UN Agencies and like-minded NGOs to enable the success and continuity of projects.
* No project or program shall jeopardize the credibility of Zonta.

GOAL 2 – ADVOCACY

* Zonta International, its districts, areas and clubs initiate mission focused advocacy actions based on Zonta’s objects and adopted resolutions.
* Zonta strongly advocates for
  + Women’s rights
  + Gender sensitivity in the drafting and implementing laws
  + Increased women’s representation in decision making positions
  + Prevention of violence against women
* Zonta will seek cooperation with governments, UN Agencies and like-minded NGOs when beneficial.
* No action shall jeopardize the credibility of Zonta.

GOAL 3 – RESOURCES

* Zonta International recruits and retains members with conviction, commitment and courage to live up to our mission.
* Zonta International’s recruitment and training programs ensure relevant skills and competencies at all levels.
* Zonta International’s structure facilitates mission fulfillment, vision achievement and responsiveness to changes and challenges.
* Zonta International and its Foundation operate within its Governing Documents.
* Zonta International’s communication and knowledge management platforms are based on up to date technology.
* Zonta International and its Foundation maintain sustainable financial resources that support current activities and provide long-term growth.

***Membership Checklist:***

* Establish an ongoing membership plan. Provide the written plan to all club members. Evaluate the membership plan no less than every two (2) years.
* Formally recognize new members (letter of invitation, welcome ceremony performed, biography in newsletter, press release to local media).
* Provide each new member a copy of the Membership Manual. A template for a new member manual is available on the District 12 website and should be provided to each new member.
* Ensure that club membership is age and ethnically diversified.
* Ensure that club membership has diverse classifications.
* Establish a club orientation program (includes information on history, accomplishments and goals for the club and Zonta International).
* Ensure that club members receive an orientation within 30 days of joining. Assign a mentor for each new member for the first year.
* Annually assess the health of the club’s membership by using membership satisfaction surveys. Publish the results of the membership satisfaction surveys, discuss the results and use membership’s input for planning purposes.
* Hold regular fellowship activities.
* Reward/recognize attendance, service hours, any major accomplishments, etc.
* Assist new Zontians in attending Area Meetings, District Conferences or ZI Conventions.
* Encourage all Zontians to attend Area Meetings, District Conferences and ZI Conventions.
* Follow up with club members when they have missed a meeting.
* Notify members by phone, email, etc. of upcoming events and opportunities to participate.
* Keep members informed of District and International activities and projects.
* Use current technology – regularly use web sites, social media, email, etc. to communicate at the Club, District and International level.
* Have club projects and programs that are worthy, timely and related to Zonta’s mission.
* Choose projects and programs that appeal to the majority of club members.
* Include club members in the decision making process. Give them ownership and create an environment where the club is receptive to change.
* Use parliamentary procedure to ensure that meetings are orderly and succinct.
* Foster an atmosphere that encourages all members to freely express their opinions and ideas.
* Use committees to do the work, not general membership meetings.
* Use an exit survey to determine why members are leaving the club. Correct issues identified.
* Retain a database of former members. Use this database to notify former members of the club’s special events and accomplishments.

***Service Projects Checklist:***

In determining service projects for your club to participate in, it is important to engage in projects that improve the status of women both personally and professionally and support the Mission of and Objects of Zonta. As you do so, this simple checklist can assist you:

* Does this project mainly affect or involve women or girls?
* Does this project support the Strategic Goals of Zonta?
* Do partnering organizations support the mission of Zonta and meet required guidelines?
* Does this project promote self-sufficiency in a woman/women?
* Does this project have a long-term effect for a woman/women?
* Does this project make a permanent change in a woman’s/women’s status?
* Does this project improve one or more of the following areas for women or girls?
  + Education
  + Political
  + Economic/financial
  + Health/safety
  + Occupational/vocational/professional
* Does this project promote equal participation in a process?
* Does this project affect generations to come?
* Does this project encourage independence for women involved?
* Does this project create results that are measurable?

If your project brings into question some of the items listed above, please evaluate it carefully before committing to it, to ensure that it will not conflict with Zonta’s Guiding Principles, including our Mission, Values, Strategic Goals, and Objects.

Date approved by Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date approved by Club Board: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date approved by Club Membership: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Zonta Club of** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project/Event Proposal Form**

**Proposed by**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Proposal date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Project/Event Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Type of Project or Event:**

* Service
* Advocacy
* Fundraiser
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If the Event is a Fundraiser, please indicate what the funds will be used for:**

* General Fund
* Service Fund
* Scholarship
* Zonta International
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide a brief overview of the project/event specifics including purpose, goals, relevancy, etc.

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For a Service or Advocacy project, please indicate how the project will Advance the Status of Women and meet the goals, mission and objects of Zonta:

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Please indicate when/where the project/event will take place:

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|  |

Please indicate the amount of time it will take to administer the project/event:

|  |
| --- |
|  |

Please indicate the number of persons who will be needed to participate in/administer the project/event:

|  |
| --- |
|  |

Please indicate the cost to the club for this project/event, including costs for printing, marketing, venues, speakers, meals, etc.: (Please include a fully itemized budget of anticipated income and expenses with the proposal)

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|  |

Please indicate organizations that the club will partner with for the project or event:

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Other Information for consideration:

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