

February 2016

**CLUB ACHIEVEMENTS CHECKLIST - NON MANDATORY**

Dear Club President

We would like to help you celebrate the successes of your club during this biennium. The intention of the questionnaire beginning on the next page is to provide a quick and simple evaluation of the goals and achievements.

The form is not mandatory. Each club decides whether to use it or not. If you do decide to use it, please send your completed form to accounting@zonta.org no later than 1 May 2016, regardless of the results.

On behalf of Zonta International and Zonta International Foundation Boards and International Committees, thank you for your participation.

Maria Jose

Maria Jose Landeira Oestergaard

President 2014 – 2016



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| **Club President Name:**  |
| **Zonta Club Name:**  | **No. of Club Members:** | **Area:**  | **District:**  |
| **GOVERNANCE** | **YES** | **NO** |
|  | Our club adopted club bylaws in accordance with the Zonta International (ZI) Bylaws. (Article IV, Section 2. Zonta Clubs. (a) Bylaws.) | **[ ]**  | **[ ]**  |
|  | Our club bylaws are up to date and in accordance with ZI Bylaws. | **[ ]**  | **[ ]**  |
|  | Our club officers and committee chairmen know their responsibilities, how to carry them out and report. | **[ ]**  | **[ ]**  |
|  | International dues and accurate member lists were submitted to ZI no later than 1 June each year. | **[ ]**  | **[ ]**  |
|  | District (and area if appropriate) dues were paid by the required dates each year. | **[ ]**  | **[ ]**  |
|  | All club board members had access to the club’s financial reports as often as needed.  | **[ ]**  | **[ ]**  |
|  | Club members reviewed and approved the financial records and the budget at least once per year. | **[ ]**  | **[ ]**  |
|  | Our club had biennial goals. | **[ ]**  | **[ ]**  |
|  | Our meeting programs were worthwhile, timely and related to Zonta’s mission. | **[ ]**  | **[ ]**  |
|  | Our club had the necessary member resources to achieve our goals. | **[ ]**  | **[ ]**  |
|  | Club delegate(s) and at least 1 more club member have registered/plan to register for the 2016 Convention in Nice. | **[ ]**  | **[ ]**  |
|  | Average participants in the monthly meeting[ ]  less than 50% [ ]  between 50% and 75% [ ]  more than 75% |
|  | Number of our club’s members that attended area meetings/area workshops this biennium[ ]  1 – 2 [ ]  3 – 5 [ ]  6 – 10 [ ]  10+ |
|  | Number of our club’s members that attended the District Conference in 2015[ ]  1 – 2 [ ]  3 – 5 [ ]  6 – 10 [ ]  10+ |
|  | Our club website (or the club section in the area or district website) is up to date. | **[ ]**  | **[ ]**  |
| **OVERALL RESULTS** | **YES** | **NO** |
|  | I am proud of what Zonta has achieved globally during the 2014-2016 biennium | **[ ]**  | **[ ]**  |
| **ADVOCACY** | **YES** | **NO** |
|  | Our club members understand the meaning and importance of advocacy. | **[ ]**  | **[ ]**  |
|  | Our club members are aware of legislation relevant to women in our country. | **[ ]**  | **[ ]**  |
|  | Most club projects included an element of advocacy. | **[ ]**  | **[ ]**  |
|  | Activities in relation to the Zonta says NO to Violence Against Women Campaign (mark as many as apply)[ ]  Public awareness [ ]  Meetings with legislators [ ]  Provided statements [ ]  Other, please specify: |  |  |
|  | Our club has studied and discussed the Istanbul Convention. | **[ ]**  | **[ ]**  |
|  | Club advocacy action has been based on the Istanbul Convention. | **[ ]**  | **[ ]**  |
| **UNITED NATIONS (UN) & THE COUNCIL OF EUROPE (CoE)** | **YES** | **NO** |
|  | Our club receives information from the District UN Chairman. | **[ ]**  | **[ ]**  |
|  | Our club has a focal point for information from the UN, in addition to the President. | **[ ]**  | **[ ]**  |
|  | Our club participated in the review of the Beijing Platform for Action. | **[ ]**  | **[ ]**  |
|  | Our club knows about the Women Empowerment Principles (http://www.weprinciples.org/) | **[ ]**  | **[ ]**  |
|  | Our club is aware of the Sustainable Development Goals and focuses on Goal No 5 “Achieving Equality and Empowering all women and girls” | **[ ]**  | **[ ]**  |
|  | Our club has discussed the Istanbul Convention | **[ ]**  | **[ ]**  |
| **LEADERSHIP & LEADERSHIP DEVELOPMENT** | **YES** | **NO** |
|  | Leadership training has been conducted for new board members and committee chairmen. | **[ ]**  | **[ ]**  |
|  | Our club president has participated in training opportunities at area and district levels. | **[ ]**  | **[ ]**  |
|  | Our club suggested nominees for area, district or international office. | **[ ]**  | **[ ]**  |
|  | Our club members are encouraged to participate in leadership development opportunities | **[ ]**  | **[ ]**  |
|  | Our club has a long range plan that is reviewed each biennium and updated as applicable which includes succession planning for future leaders of the club. | **[ ]**  | **[ ]**  |
| **MEMBERSHIP** | **YES** | **NO** |
|  | Our club has conducted specific activities to attract new members. | **[ ]**  | **[ ]**  |
|  | Our club has retention strategies such as mentoring or other. | **[ ]**  | **[ ]**  |
|  | Our club has achieved a net gain. | **[ ]**  | **[ ]**  |
|  | Orientation meetings for prospective and new members are conducted at least once a year. | **[ ]**  | **[ ]**  |
|  | Member satisfaction has been measured. | **[ ]**  | **[ ]**  |
|  | Our club has sponsored/organized a new club during the biennium. | **[ ]**  | **[ ]**  |
|  | Our club has a Z club or Golden Z club. | **[ ]**  | **[ ]**  |
|  | Our club has an updated Club Handbook with information about Zonta, the club's members and traditions. | **[ ]**  | **[ ]**  |
|  | Our club has a Membership Administrator who deals with the membership list. | **[ ]**  | **[ ]**  |
|  | Our club has diversity regarding professions and ages. | **[ ]**  | **[ ]**  |
|  | Our club surveys members who leave. | **[ ]**  | **[ ]**  |
| **COMMUNICATION – INTERNAL & EXTERNAL** | **YES** | **NO** |
|  | Zonta information was disseminated at club meetings and/or electronically. | **[ ]**  | **[ ]**  |
|  | Our club submitted at least one success story to the ZI website. | **[ ]**  | **[ ]**  |
|  | Our club has a newsletter regularly for sharing Zonta information from other clubs in the district/area as well as Zonta International. | **[ ]**  | **[ ]**  |
|  | Zonta material is distributed at public places such as libraries, community centers, etc. | **[ ]**  | **[ ]**  |
|  | Media reported club activities.  | **[ ]**  | **[ ]**  |
| **EDUCATIONAL PROGRAMS, INTERNATIONAL SERVICE PROJECTS (ISP), ZISVAW PROJECTS, CLUB PROJECTS** | **YES** | **NO** |
|  | Our club (or in cooperation with the area/district) sought candidates for Amelia Earhart Fellowships. | **[ ]**  | **[ ]**  |
|  | Our club (or in cooperation with the area/district) sought candidates for JMK Scholarships. | **[ ]**  | **[ ]**  |
|  | Our club (or in cooperation with the area/district) sought candidates for YWPA Awards. | **[ ]**  | **[ ]**  |
|  | Our club members know about the ISP & ZISVAW projects. | **[ ]**  | **[ ]**  |
|  | Our club has local service projects within the scope the ZI mission and vision. |  |  |
|  | All club service projects relate to advancing the status of women. | **[ ]**  | **[ ]**  |
|  | Our club cooperates with other clubs and/or in partnership with other like-minded organizations. | **[ ]**  | **[ ]**  |
|  | Our club participated in the Zonta Service Recognition Awards. | **[ ]**  | **[ ]**  |
| **ZONTA INTERNATIONAL FOUNDATION (ZIF)** | **YES** | **NO** |
|  | Our club donates one-third of local funds raised to ZIF. | **[ ]**  | **[ ]**  |
|  | Our club president has encouraged club members to make individual donations to ZIF. | **[ ]**  | **[ ]**  |
|  | Our club holds at least on fundraising event per year.  | **[ ]**  | **[ ]**  |

**Submit by 1 May 2016 to:** **accounting@zonta.org**