



**ZONTA**  
INTERNATIONAL  

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**DISTRICT 12**  

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EMPOWERING WOMEN  
THROUGH SERVICE & ADVOCACY

# Club President's Responsibilities

DISTRICT 12 LEADERSHIP TRAINING

Sheila Davis

11/20/18 & 11/28/18

# Training OBJECTIVES

- **Objective 1:** To Communicate Useful Information about Zonta International & District 12
- **Objective 2:** To Provide the Necessary Tools for Planning Activities and the Effective Operation of Your Club
- **Objective 3:** Other Important Information to Know
- **Objective 4:** Membership Items

# OBJECTIVE 1

Communicate Useful Information about  
Zonta International & District 12

# Zonta International

zonta.org

- **MISSION**

Zonta International is a leading global organization of professionals empowering women worldwide through service and advocacy.

- **VISION**

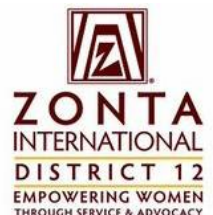
Zonta International envisions a world in which women's rights are recognized as human rights and every woman is able to achieve her full potential.

In such a world, women have access to all resources and are represented in decision making positions on equal basis with men.

In such a world, no woman lives in fear of violence.

- **THEME**

Empowering Women Through Service and Advocacy



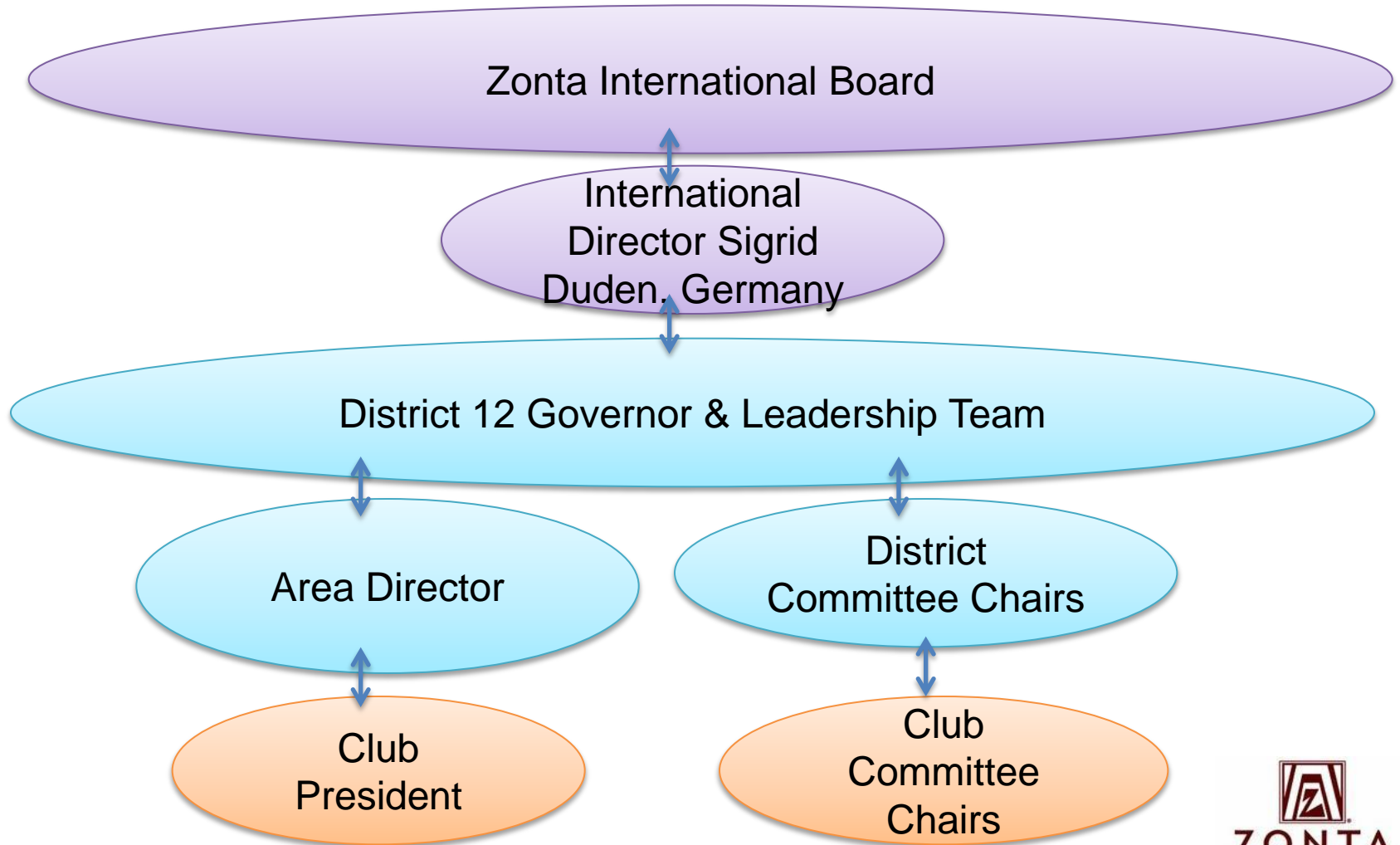
# Zonta District 12

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

## MISSION

Zonta District 12's purpose is to build, develop, and maintain strong clubs through support, leadership and communications in order to further the mission of Zonta International

# Flow of Information



# OBJECTIVE 2

Provide the Necessary Tools for Planning Activities and the Effective Operation of Your Club

# Planning is Crucial to a Club's Success

- **Mission Statement**
  - Club should have a club mission statement that aligns with ZI and District 12
- **Club Goals**
  - Aligned with ZI and District 12 Biennial Goals
  - Use Member Surveys/Interest Inventories
  - Use D12 Club Annual Report
  - Long Range Planning and Goal Setting



# President's Responsibilities

- Review Zonta Club Manual
  - Members of Zonta International
  - Club Board and Club Committees
  - Running the Club
  - Appendices - Strategic Plans, Biennial Goals, Meeting Agenda, Club Calendar, etc.
  - ZI Website, MYZONTA, Governance, Manuals
  - D12 Website, Resources, Leadership Training, Club President's Responsibilities
- Review D12 President's Guide (05-16-2015)
  - Developed before Zonta Club Manual
  - Some differences – includes insurance for clubs
  - D12 Website, Resources, Leadership Training, Club President's Responsibilities



# Club Operations

- **Establish Team Ground Rules**  
D12 website, Resources, Leadership Training, Club President's Responsibilities
- **Leading Board Meetings & General Meetings**  
Templates – D12 Website, Resources, Leadership Training, Club Meeting Tools
- **Parliamentary Procedure – Robert's Rules**  
D12 Website, Resources, Leadership Training, Club Meeting Tools  
ZI Club Manual
- **Check email often**
- **Delegate!**
- **D12 Club Annual Report** – Done at end of Zonta Year
  - Reflect upon and showcase your club's accomplishments
  - Delegate each portion to the appropriate board member or committee chair
  - The District Service Award and the District Advocacy Award are given based upon the information in the Local Service & Advocacy sections
  - Due to Governor in May
  - Send to all club members
  - D12 Website, Resources, Leadership Training, Club President's Responsibilities



# Communication

- Include upcoming events in all meeting agendas
- Develop a Newsletter (monthly, quarterly...)
- Consider maintaining a database of “Friends of Zonta”
- Ensure club board votes & entire club votes
- Encourage members to attend leadership training classes, conventions, conferences, area meetings
- Submit short articles & pictures to Share Your Story on ZI website

# Mentor for Club Presidents

- Your **Area Director** is your Mentor
  - Don't hesitate to call her for assistance – she's been there!
  - Put her contact information in your phone. She is your direct line to all the help, information, concerns you might have

# OBJECTIVE 3

Other Important Information to Know



## Centennial Anniversary Celebration

- Scope – 2018-2020 Biennium
- Celebrations the Entire Biennium
- Appoint a Centennial Anniversary Chair for Your Club
- Common Action on Weekend of November 8, 2019
- Club Projects & District 12 Project
- Many Documents on ZI website, MYZONTA, Tools, Centennial Anniversary Tools

# Zonta International Leadership Program

Four Classes are Available

- Governance
- Goal Inspired Leadership
  - People Leadership
  - Financial Management

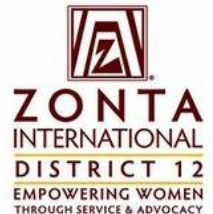
- Sessions are Power Points with Audio
- Ten Minute Modules – Must be Taken in Order
- Receive a Certificate of Recognition at End of Each Class

Good for Club Board Members & Anyone  
Interested in the Topic

ZI Website - [www.zonta.org](http://www.zonta.org)

MyZonta – then log in

Click on E Learning Icon on Gold Ribbon



# Zonta International Leadership Program

## Build a Better Club

- Effective Club Communications
- Having Difficult Conversations
  - Presiding with Presence

## How To Tools & Techniques

- Communicate Effectively Through Email
  - Create a Presentation
  - Club Officer Training Template
- Make Power Point Slides into a Video
  - Add Speak to Power Point
  - 501(C)3 Organizations
  - Tax Status for US Clubs
  - Form 990 Filings Webinar
- Engaging People through Emotions

Sessions are PDF or PPT with Audio  
Good for Zontians Interested in the Topic

ZI Website - [www.zonta.org](http://www.zonta.org)

MyZonta – then log in

Tools, Leadership Development Tools, How To Tools



# OBJECTIVE 4

## Membership Items

# Young Professionals Program

- Pilot Program During 2016-2018 Biennium Completed
- Bylaws Changed at 2018 Convention
- Article V Dues & Fees, Section 2

For Members Under the Age of thirty (30) years dues  
are reduced by 50%

D12 Website, Resources, Leadership Training, Membership  
Training

ZI Website, MYZONTA, Tools, Membership Tools

# Global Membership Drive

- Worldwide Program to Attract New Members
- Many Documents to Help!!

D12 Website, Resources, Leadership Training, Membership Training

ZI Website, MYZONTA, Tools, Membership Tools

# Conclusion

- Make use of all the wonderful resources on the D12 and ZI websites. Do NOT re-invent the wheel
- Encourage your committee chairs to keep contact info of their D12 counterpart handy as well
- Don't hesitate to email/call someone for help

Questions/Concerns not covered?