



ZONTA
INTERNATIONAL

DISTRICT 12

EMPOWERING WOMEN
THROUGH SERVICE & ADVOCACY

Club President's Responsibilities

DISTRICT 12 LEADERSHIP TRAINING

Sheila Davis

4/6/20 & 4/15/20

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



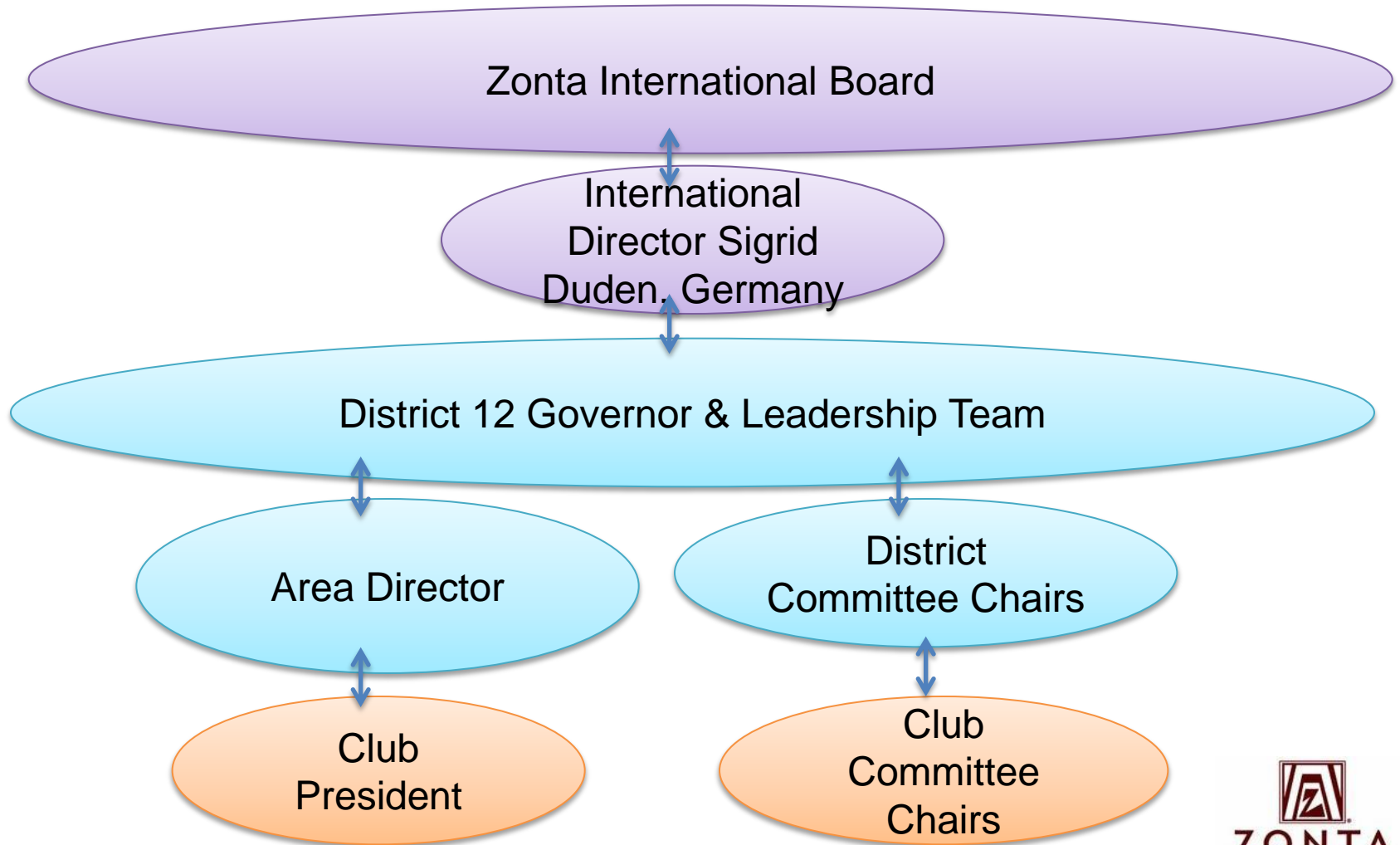
Zonta District 12

zontadistrict12.org

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 Biennial Goals

MYZONTA, Governance, Biennial Goals

- Use Member Surveys/Interest Inventories

- Use D12 Club Annual Report

- Long Range Planning and Goal Setting

D12, Resources, Leadership Training, Long Range Planning

President's Responsibilities

- Review Zonta Club Manual (November 2017 is Most Current)
 - Members of Zonta International
 - Club Board and Club Committees
 - Running the Club – page 20
 - Appendices - Strategic Plans, Biennial Goals, Meeting Agenda, Club Calendar – page 47
 - ZI Website, MYZONTA, Governance, Manuals
 - 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 – order the book, "Robert's Rules for Dummies"**
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, Members Only, Club Annual Reports



Communication via Zoom

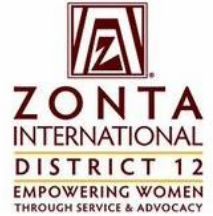
- D12's Zoom account is available for club meetings, transitional board meetings, retreats, and new board meetings in May and June if need be
- Sheila Davis is the administrator of this account and needs to set up these virtual meetings and be the host for them
- Contact her at shedavis@comcast.net to get a meeting set up
- Can be up to 100 participants (probably not needed)
- Three hours is usually as long as most people can enjoy being on a Zoom call

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

ZI Homepage, at bottom of page, Follow Zonta, Share Your Story

Mentor for Club Presidents



- Your **Area Director** is your Mentor
 - Don't hesitate to call her for assistance – she's been there!
 - She is your direct line to all the help, information, concerns you might have.
 - Area 1 Debbie Sundberg dsunnyone11@gmail.com
 - Area 2 Tasha Bauman tlbauman84@gmail.com
 - Area 3 Deb Beatty debbeatty423@comcast.net
 - Area 4 Sonya Bergeron sjbergeron@comcast.net

OBJECTIVE 3

Other Important Information to Know

Zonta Leadership Program

- Many useful tools and classes
- Two sections:
 - Leadership Development Tools
 - Access the E-Learning Program

ZI Website, MYZONTA, Click on Zonta Leadership Program Box on Right Hand Side of Page

Leadership Development Tools

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

Personal Development

- Several articles by women outside of Zonta



ZI Website, MYZONTA, Zonta Leadership Program Box, click on Leadership Development Tools

Access The E-Learning Program Zonta Leadership Program

Six Classes are Available

- Governance
- Goal Inspired Leadership
 - People Leadership
 - Financial Leadership
 - Business Strategies
- Member Engagement & Growth

- 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, MYZONTA, Zonta Leadership Program Box,
Click on Access The E-Learning Program



OBJECTIVE 4

Membership Items

Membership Tools

- Individual Membership Tools
- Chartering a Club
- Length of Membership
- E-Clubs
- Golden Z Club
- Membership Planning
- Recruitment
- Member Recognition



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, Global Membership Drive

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?