



**Guidelines for the
Role and Responsibilities of the Club President**

Document Control

Version V1.0	Original Document	July 2003
Version V2.0	Updated	November 2011
Version V3.0	Draft Revision by D23 Board	May 2016
Version V3.1	Reviewed & ratified by D23 Board	September 2016

1. Resources (Current editions)

- Zonta International (ZI) Club Manual (current edition available on ZI website)
- ZI Governance Documents
- District 23 (D23) Governance Documents.
- D23 Directory – (includes an information distribution table)
- ZI Marian de Forest Membership Manual
- Individual Zonta Club Constitutions and Policies
- ZI Website, www.zonta.org D23 Website, <http://www.zontadistrict23.org.au/>
- ZI e-newsletter and D23 Newsflashes
- Zonta Calendar – ZI, D23, individual club
- Area Director
- Vice Area Director (where applicable)
- Past Club Presidents

2. Role

The President's role as Chairman of the Board should be one of encouragement to board members to give their opinions and to contribute to decision-making, so that they too are trained to take on a leadership role.

The President, when leading the club, shall be mission focused on advocacy and service by thinking globally and acting locally.

The President presides at all meetings of the club and the board. In the absence of the President the Vice President acts in that capacity.

Subject to approval by the board, the President appoints chairmen of the standing committees and all other committees except the Nominating Committee, which is an elected committee.

The President is an ex-officio member of all committees (except the Nominating Committee) and monitors their progress towards achieving the club goals.

The President needs to be a good leader, communicator, delegator and manager. By showing respect to others, it should be received in return. Be interested in and understand club members. Remember that fellowship is important.

The President assists club members in realizing and appreciating the international aspect of Zonta and the purpose of the Zonta International Foundation (ZIF).

Zonta leadership also requires dedication, effective organizational skills and good time management.

3. Responsibilities

The President shall:

- Acquire a thorough knowledge of the ZI Objects, Mission and Vision as well as the projects and policies of ZI and District 23.
- In conjunction with the club board, help align the club strategic plan, goals and objectives with the long-term ZI and D23 strategic plan and biennial goals. The club's strategic plan, goals and procedures must be discussed with, and approved by, the club members and monitored to see if they are being met.
- Encourage the club's support of local and ZI service programs and projects.
- Encourage the club's active participation in public affairs and advocacy (within the guidelines of the ZI Advocacy Policy).
- Where possible it is recommended the President attends Area Presidents' meetings, Area meetings and workshops, District Conferences and ZI Conventions and encourages other members to attend also.
- With regard to District Conferences and ZI Conventions, all Delegate nomination forms must be submitted on time to ensure the club's vote/s is/are registered.
- Read all correspondence from the Area Director, Governor and ZI Headquarters, action requests and share relevant information with the board and club members.
- Share the club's activities and successes with the Area Director, District Chairmen and Governor. Upload stories to the ZI website – 'Share Your Story'.
- Share any club concerns in the first instance with the Area Director.
- Encourage and assist club members to register on the ZI website and to regularly check the ZI and D23 websites to take advantage of the information, resources and tools offered.
- Appoint a club parliamentarian, if the club chooses to have one.
- Present a written report at the club's annual meeting, reviewing the year's activities.
- Ensure the timely submission of all reports and dues to the appropriate District representative - Area Director, Treasurer, Governor.
- Liaise closely with the appointed club committee chairmen offering ideas and reminders. It is the President's responsibility to ensure that the committees know their responsibilities and to provide assistance when required.



- Acknowledge e-mail and voicemail messages and return phone calls promptly! Let others know if you cannot follow through at present. Delegate to another board member.
- Encourage the club’s involvement in District 23 projects.
- Encourage participation in the ZI education awards through Club and D23 awards.
- Be aware of and meet key dates detailed in the D23 and ZI Calendars.

Month	Date	Action
Monthly	As appropriate	Club Minutes (not Board Minutes) to Area Director
Periodically	As appropriate	Club Newsletter to Governor, Area Director, other Clubs in Area
Periodically	As appropriate	New member report form to Lt Governor and Treasurer All corrections to member contact details are to be done by club members on the ZI website (or the Club Treasurer may do this on behalf of members)
Periodically	As requested	Report to Area Director (Dates will be available in D23 calendar; reminders will be sent)
Annually	When available	Club Annual Report (including financial report) to Governor, Area Director, other clubs presidents in your in Area, and members
Biennially	As requested	Credentials registration for D23 conference delegate/s Credentials registration for ZI convention delegate/s
January	11	Amelia Earhart Day – Clubs to celebrate if they wish; send report of activity to D23 AE Chairman
March	Club board meeting	Determine recommended club dues for the coming year and circulate to members for ratification at AGM. (Depending on timing of club AGM, this may be done sooner or later than March) Determine amount of Club contribution to Zonta International Foundation. (Recommended that all clubs send at least 1/3 of funds raised) Download donation form from ZI website for range of options. Club board to make recommendation to the club for members to consider and decide.
March		Treasurer to send accounts to members and collect annual dues
March or as per club Constitution	Club meeting	AGM (March AGM enables timely April reporting.) Present financial report and proposed budget to Club for adoption at AGM



		Audited or reviewed reports will not be available – table current unaudited report for approval subject to later audit or review.
March	31	End of Zonta financial year. Treasurer to prepare accounts for annual audit/review (to be performed within 30 days)
April	1	Closing date for club YWPA winner to D23 Chairman
		Send District and International Dues to District Treasurer together with the updated database and any outstanding new member forms by 1 May, unless club elects to send to ZI directly (see below).
		Commence new Zonta financial year. If necessary, liaise with Treasurer to organise changeover of bank account signatories. Advise relevant organisations/government agencies of changes of officers and provide annual reporting as required by the specific body.
May	1	Club Officers Information (President/Treasurer) due to ZI.
May	1	Club Officers Information (President, Secretary, Treasurer details) due to D23 (email: zontadistrict23@yahoo.com.au) and Area Director. (Form will be sent by D23 Secretary to enable timely updating of the D23 Directory.)
May	1	District dues to be sent to D23 Treasurer. International dues can be sent to the D23 Treasurer, or if a club prefers directly to ZI.
May	1	Current Membership List to Governor, Lt Governor, Treasurer, Area Director.
TBA	Each Conference year	Nominations for the Governor’s Award to D23 Secretary in years that D23 Conference is held.
July	1	Closing date for JMK club applications to D23 Chairman
August	1	YWPA 2016 application information provided by ZI
October	31	Applications for ZI Service Recognition Awards due to D23 Secretary (in Convention years)
November	8	Zonta International’s Birthday: Founders’ Day
	25	International Day for the Elimination of Violence Against Women. White Ribbon Day
	25 – Dec 10	16 Days of Activism Against Gender Violence



Policy Book

In order to maintain easy access to the motions that set policies for the club, it is recommended that the club keeps a policy book, divided by topics, e.g. finance, service, public relations, fundraising etc. Decisions relating to specific topics are recorded in the relevant section with a notation of the date of the decision.

Constitution

All clubs in the District are now incorporated and should have their own constitution registered with the relevant state body. For further information or help with the revision of your constitution, contact your Area Director.

4. Meetings

4.1 As the presiding officer the President sets the tone for all meetings. Your first meeting as President should be carefully planned.

4.2 *Start on Time.*

A meeting should begin promptly even if a specific member or guest has not arrived. Starting on time is a courtesy to those present. If members learn that meetings start promptly, they should begin to arrive on time.

NOTE: A quorum must be present to undertake a vote on any motion (Check your club's constitution to ascertain this).

4.3 *Order of Business/Agenda:*

Good business meetings are the result of good planning and careful preparation. The agenda should be prepared in advance by the Secretary, at the direction of the President, and is the sequence of subjects to be considered at a meeting.

4.4 *Possible Meeting Sequence:*

- Call the meeting to order and welcome
- Read/approve minutes from the previous meeting, ask for any "corrections" and include all changes. Until approved, the minutes constitute a draft document
- Discuss business arising from the minutes or unfinished business
- Discuss correspondence and any business arising from the correspondence
- Receive reports of the board and club – President, treasurer, and standing committees, including club board recommendations.
- New business on the agenda
- Any other business and general discussion
- Guest speaker
- Announcements/date of next meeting
- Close meeting



- Remember to allow time for fellowship at club meetings. It is important members and guests have time to interact with each other.

4.5 *Zonta Mission Statement/Objects:*

Ensure that the Objects or Mission Statement of Zonta International are presented at your club meetings. This re-enforces the goals, objects and mission of our organization.

4.6 *Motions*

Ordinary motions are introduced by "I move" followed by the proposal to be considered. Motions require a seconder before they can be discussed.

4.7 *Resolutions*

Resolutions are motions where the member wishes to express a sentiment or a conviction, or to be sure that a motion is meticulously stated, or to phrase a motion for publication or for transmittal to another body. Resolutions are introduced by "Resolved, that..." If there is a preamble to the resolution, then each clause is written as a separate paragraph and begins with the word "Whereas,...".

4.8 *Minutes*

A record must be kept of all general membership and board meetings. The secretary will retain a signed copy of all minutes which will then become a permanent document of the club and be part of the club archives.

5. Protocol for Presidents

Zonta's code of behaviour takes into consideration the traditions and social customs of the many countries in which Zonta International has clubs and members. Procedures for protocol are based upon recognition of the responsibilities of the office held and consideration for the individual. It is therefore the office in Zonta which is honoured with accompanying courtesy to the person holding the office.

The benefits of observing Zonta protocol

- Projects a good image to external audiences by adherence to standards.
- Reflects a well-structured organization.
- Provides a clear order for handling affairs which follows a clear order of precedence.
- Promotes good internal public relations through courtesy among members.
- Promotes the retention of members through a formal recognition system.

Area Directors

Area Directors are to be invited to two club meetings per biennium. Request they speak on a relevant subject and/or officiate at handover or new member inductions. The club pays



for at least one of the Area Director's meals and should also offer home hosting to the Area Director.

Vice Area Directors

Vice Area Directors can be invited to your club, via liaison with the Area Director, to officiate at handovers or new member inductions and can be invited as guest speakers.

Protocol at meetings

When acknowledging Zonta members and visitors at the beginning of a meeting there is a Zonta protocol that should be observed.

- Guest(s) of Honour (those who are not members of Zonta)
Guest(s) of Honour (those who are members of Zonta)
- Governors
- Lt. Governor(s)
- District Treasurer(s)
- District Secretary(s)
- Area Directors, by areas in number order (a host area precedes all other areas)
- Vice Area Directors, by areas in number order (a host area precedes all other areas)
- International Committee Members, standing committees followed by special committees, each group in alphabetical order of committees
- District Committee Chairmen, standing committees followed by special committees, each group in alphabetical order of committees
- Past District Governors and past District officials in descending order as above.

More information on a range of protocols is available in the Zonta Protocol Manual, available on the Zonta International website.

6. Membership

As President it is important to listen to members and act in a timely manner on any concerns. The success of any club relies on a healthy membership. Retention and growth in numbers is critical to maintain and meet your club goals.

Sustained growth occurs when the club is focused on delivering on Zonta's mission of empowering women through service and advocacy.

Prospective members should observe a happy club that is progressive and open to new ideas.

Retention of members occurs when all members are listened to, involved in committees and projects, valued and acknowledged.



Club Honorary Membership

Clubs may elect to choose a person who has distinguished themselves by some unusual service other than their service to Zonta, as a club honorary member. An Honorary Member shall be entitled to all membership privileges of the club except those of:

- (1) Holding an elective office or directorship;
- (2) Making motions and voting; or
- (3) Representing the club as a delegate or alternate.

The club board shall determine the specific tenure of any honorary membership. An Honorary Member shall be exempt from the payment of dues, and the club shall pay the international, district and area (if applicable) dues of any Honorary Member the club elects

7 Dues and Zonta International Foundation donations

Refer to D23 Guidelines for Club Treasurers and subsequent updated information sent to Club Treasurers by the D23 Treasurer. It is the President's responsibility to ensure all requirements for membership are met.

Ensure new member information is sent to the D23 Treasurer in a timely manner. New members cannot be processed or start to receive any Zonta benefits until they have paid D23 and ZI Dues. This includes being covered by the D23 insurance policy.

Zonta International Foundation (ZIF)

The President encourages individual members and the club to donate to ZIF. To achieve this goal, members must be informed about the current ZI programs and projects so that they are aware where their donations are being used and the outcomes being achieved. If all members of the club contribute to the Foundation in a biennium, then the club will be recognised at the next Convention

Clubs are encouraged to contribute 1/3 of funds raised to ZIF.

8 Communication

Communication is the most essential aspect of a well-run and inclusive organisation. In addition to specific communication requirements described in other areas of this document, the President shall ensure that club systems are in place to communicate with those members not connected to electronic correspondence.

Work with the club PR committee to promote significant club events throughout your Zonta area and also to ensure that club successes are uploaded to the ZI website "Share your Stories".

When communicating with D23 Board Members or Committee Chairs please ensure you include your club name in the subject line, and also file name (if sending an attachment).



When sending reports include your club name as part of the file name, this makes it easier for the receiver who is likely to be receiving many reports.

The President has responsibility for club communication in the following areas:

- **Communication with club members** – information from other clubs, the Area Director, D23 Committee Chairs, Lieutenant Governor, Governor and Zonta International Board and Headquarters are sent to the President at regular intervals, usually by e-mail. It is important to forward this information to board members and committee chairmen and, if relevant, to all club members as a vital link in the communication chain. Remember that not all members may be on email. Special care should be taken to ensure these members are as fully informed as those who communicate electronically.
- Ensure that committee representatives on the board communicate with their committee members on matters discussed at club board, so that everyone is informed when matters are raised at the club meeting.
- **Communications with the Area Director - Presidents need** to keep in mind that they should report regularly to their Area Director. The Area Director will advise when reports are required and will usually send out a pro-forma report to be completed.
- **Communication with District 23 Chairmen** - District 23 Chairmen have been appointed by the Governor because of their experience and knowledge, and they are expected to provide advice and report at Area meetings and District board meetings and Conference on activities in the District. But communication goes both ways, so ensure your committee chair sends a written report on all pertinent club activities to their D23 counterpart **at least twice a year** – or whenever there is something they should know about - to keep them in touch.
- The Lieutenant Governor is also the D23 Chairman for Membership. When a new member is to be inducted inform the Lieutenant Governor of their details. A Certificate of Membership will be prepared and forwarded for presentation to the new member. Area Directors should also be informed of new members.
- **Communication with Zonta International and Headquarters** – All members with e-mail access now receive the *e-newsletter* from Zonta International. This should be printed and distributed to members who do not have access to email. Most mailings from ZI are now distributed via e-mail. Members can elect to receive “The Zontian” magazine, by mail or electronically. Various Zonta International committee newsletters are published on the ZI website from time to time.

9 Ceremonies

Installation of Officers and Induction of New Members

Ceremonies for the installation of officers and induction of new members can take many forms from the very formal to informal. What is important is the function these ceremonies serve; they bring before the members the aims and ideals of the organization.



In the case of installation ceremonies they also serve to challenge the new officers to lead the club toward those goals. In the case of induction ceremonies, it gives the membership a chance to formally recognize the admission of new members into the club and affirm their acceptance of them.

The following version of installation ceremonies was approved by the 2014-2016 District 23 Board. There are other examples in the ZI Club Manual.

INDUCTION OF NEW MEMBERS

[Inducting new members into Zonta is a special occasion performed by the Club President, Area Director, Lt Governor, District Governor or another Zontian whose service has been exemplary and who is held in high regard by the Zonta members.]

Inducting Officer: We are honoured that you wish to join the Zonta club of [insert name], and work to empower women worldwide through service and advocacy.

The name “Zonta” is derived from a Lakhota word of the Native American Sioux peoples meaning honest and trustworthy. Zonta International is a classified service organization of women and men committed to diversity of membership. Zonta has consultative status with the United Nations and participatory status with the Council of Europe.

You are joining a forward looking global organization whose voice is heard and respected locally, nationally and internationally.

Our members volunteer their time and talents to work towards Zonta’s vision. [Vision may be read by another member]

We envision a world in which women’s rights are recognised as human rights and every woman is able to achieve her full potential.

In such a world, every woman has access to all resources and is represented in decision making positions on an equal basis with men.

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

To achieve this vision Zontians:

- Support and participate in Zonta service projects that make a difference to the lives of women internationally and locally.
- *Advocate* Zonta’s position on women’s issues to safeguard women’s rights as human rights
- *Collaborate* with like-minded organisations, government and community leaders who share common goals, and
- *Encourage* the development of leadership and mentorship skills to help women be their best.

We invite you as a Club member to:

- *Foster* high ethical standards



- *Embrace* the personal growth and leadership opportunities presented to you and
- *Provide* mutual support and fellowship with other members.

Zonta International is a worldwide fellowship of women and men from all professions and cultures. We encourage you to discuss viewpoints, exchange ideas with other Zontians and take an interest in the world around you to identify areas where Zonta can make a difference.

Inducting Officer: Will you repeat the Zonta pledge with me: "I pledge myself to uphold and practise the ideals of Zonta."

New Member(s): I pledge myself to uphold and practise the ideals of Zonta.

Inducting Officer: Members of the Zonta Club of *[insert name of club]*

- do you receive *[insert name of new member]* as a member of this club and
- do you promise to work with *[her/him/them]* to further the ideals of Zonta International?

Membership: We do.

Inducting Officer: The fellowship of Zonta worldwide welcomes you and we look forward to working with you to create a world where the Zonta vision is a reality.

[Inducting Officer presents Zonta pin, certificate and yellow rose. Photograph is taken.]

INSTALLATION OF OFFICE BEARERS

The Installation of Office Bearers is a special occasion performed by the Club President, Area Director, Lt Governor, District Governor or another Zontian whose service has been exemplary and who is held in high regard by the Zonta members.

Installing Officer: The Zonta Club of *[insert name]* looks forward to the next year of Zonta service under the guidance of the newly elected leadership team.

As you are aware, Zontians volunteer their time and talents to work towards Zonta's vision.

We envision a world in which women's rights are recognised as human rights and every woman is able to achieve her full potential.

In such a world, every woman has access to all resources and is represented in decision making positions on an equal basis with men.

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

To achieve this vision, we need to coordinate the efforts of the 30,000 plus members around the world. To do this effectively we need strong governance structures in our clubs, districts and at the international level of Zonta. Taking on a leadership role in the



club is one of the best ways that members can apply their conviction, commitment and courage to help Zonta achieve its vision.

The elected members of the leadership team consist of the President, Vice Presidents, Treasurer, Secretary and Directors. Their duties are described in the Club Manual. In summary, they work collaboratively as a Board to ensure that matters presented are carefully and seriously considered, the financial and administrative responsibilities of the club are completed in a timely manner, records of club are maintained accurately and decisions are made for the benefit of the entire club membership.

Would the following members please step forward as their name is called so they may be formally acknowledged in their new role by the club members?

President – [insert name]
Vice President (s) – [insert names]
Treasurer - [insert name]
Secretary - [insert name]
Directors – [insert names]

Installing Officer: Do you pledge to perform the duties of your roles to the best of your abilities for the benefit of the club?

Leadership team: We do.

Installing Officer: I would like to present the Club President, [insert name], with the club gavel and the President's pin that give you the responsibilities and privileges of the office of president. All Presidents wear and keep this pin. When the gavel head is up as in your case, it indicates that you are a current President. On retirement from office you will continue to wear your pin but will turn the gavel head down to indicate you are a past president.

Installing Officer: Members of the Zonta Club of [insert name] do you pledge yourselves to cooperate with these newly installed officers?

Club members: We do.

Installing Officer: Congratulations and best wishes to the office bearers and we wish you well for the year ahead. Members look forward to sharing their own conviction, commitment and courage to support you in achieving Zonta's vision.
(Zonta yellow roses may be presented to the board if available.)