

ROLES AND RESPONSIBILITIES OF ELECTED DISTRICT OFFICERS

Information provided pre nomination

In considering nomination for office in District 23, the following information may be of assistance in outlining your anticipated role. These roles carry leadership responsibilities as well as opportunities for further participation and advancement in Zonta at a District or International level.

All candidates on the slate should plan to attend the District 23 Conference to be held at The Capitol Theatre in Bendigo from Friday 10 to Sunday 12 September 2021. If COVID restrictions apply you will be advised.

Registration is from 12 noon on Friday afternoon 10 September. The first business session will begin at 2:30 pm on the Friday. The Nominating Committee Report and Candidates' speeches will be delivered at this session. Candidates will have reserved seating in the front row and must have completed Registration prior to entry. There will be an opportunity to 'Meet the Candidates' at the afternoon tea break.

District Officers' expenses, covering such things as Area Directors' travel to Clubs (one visit each biennium), Board meetings and Conferences are included in the district budget.

District officers are not expected to bear the cost of such expenses during their term of office. The actual amount of the allocated expenses will be advised after elected to the position. Home hospitality is offered while attending Board meetings.

District Officers

The officers of the District are the Governor, Lieutenant Governor, Area Directors and Treasurer. The Secretary will be appointed by the Governor. Officers, with the exception of the Secretary, shall be elected by ballot at the District Conference preceding the biennial International Convention (to be held in Hamburg in 2022).

Qualifications and Responsibilities of Nominees

Refer to the current ZI Governing Documents 2020 for further details. Districts Article X111 SECTION 6 Officers, SECTION 7 Duties of Officers, SECTION 8 Vice Area Director and SECTION 13 Nominating Committee.

Each elected officer shall be a classified member of a club with experience in a decision-making capacity, shall have served at least 2 years in an elected club office and/or have been a district committee chairman.

The Governor, Lt. Governor & Area Directors shall have served at least 1 year as club president. An elected officer shall hold no other elective position at district level.

1. Governor

The governor is the link between the district and the Zonta International Board (through the assigned ZI Board Liaison) and administers the affairs of the district. The governor will be elected at the district conference in 2021, but will not take office until the conclusion of the International Convention in 2022. The governor will then hold office for a period of two years.

Responsibilities of the governor

Communicates

- Attends the Governors training at Zonta HQ.
- Trains the members of the district board.
- Issues a newsletter regularly.
- Attends and participates in area meetings and workshops or designates a representative to attend.
- Presides at district board meetings (a minimum of 4 meetings per biennium)
- Issues a district directory.
- Advises other members of the district board of relevant information received from Zonta International headquarters, the District's International Board Liaison and others as appropriate.

Appoints

- District Secretary, Parliamentarian, District Committee Chairmen, Centurions, the Foundation Ambassador and other positions as required. Contact information for all these positions is submitted to the International Board Liaison and to international headquarters.

District conference

- Holds at least one district conference per biennium.
- Issues a Call to Conference at least 60 days before the conference.
- Works with the district board and the conference committee or host club to plan the conference program.
- Advises clubs of the number of delegates to which they are entitled and provides clubs with credentials information.
- Presides at the conference.
- Signs the district conference report form with z who sends it to all clubs in the district, the district officers, the International Board Liaison and to Zonta International headquarters.

International convention

- Approves club proxy representation at the biennial international convention; signs the proxy forms and forwards them to Zonta International headquarters.
- Attends and votes at biennial convention.

New clubs

- Signs an authorisation form for organising a new Zonta club and submits the form to International headquarters.
- Signs requests for assistance with organisation expenses.
- Supervises the organisation of new clubs.
- Reviews the minutes of club and board meetings with the area director and the Sponsoring, Organising and Mentoring Committee Chairman of the new club for the first year of the new club's operation.

Issues of concern

- Stays informed about clubs with low membership, internal conflicts, or other problems.
- Works with the appropriate area director and lieutenant governor to assist clubs in resolving problems.
- In the event that a club disbands, is expelled from membership of Zonta International, or forfeits membership for non-payment of dues; verifies that the club has paid all its legal debts and disbursed its remaining assets either to a service organisation whose mission is consistent with that of Zonta International or to the Zonta International Foundation.

District finances

- Authorises expenditure in accordance with the approved district budget.
- Supervises preparation of the district budget prior to the district conference.

Reports

- To the Zonta International Board of Directors through the assigned International liaison at the pre-determined dates prior to International Board meetings.

2. Lieutenant Governor

The lieutenant governor reports to the governor and provides assistance to the governor. The role of lieutenant governor is often a preparation for the role of governor, subject to election at district conference. It is vital that the lieutenant governor becomes familiar and involved with the duties of the governor. The lieutenant governor is elected at the district conference in odd-numbered year of the biennium before the international convention at which he or she takes office, and holds office for two years or until a successor takes office.

Responsibilities of the lieutenant governor

Reports to and assists the governor

- Assumes the responsibilities of the governor when the governor is absent or unable for any other reason to perform the duties of office.
- Performs any duties as directed by the governor.

Is the Chairman of the district Membership Committee

- Actively encourages formation of new clubs and recruitment and retention of members in existing clubs.

Is a voting member of the district board

- Attends and votes at meetings of the District Board, attends and votes at the District Conference.

3. District treasurer

The district treasurer reports to the district governor and acts as financial officer for the district. The treasurer is elected at the district conference in the odd-numbered year of the biennium before the international convention at which he or she takes office. The term of the office is for two years or until a successor takes office. However, the treasurer may hold office for up to two terms, unlike any other elected district office.

Responsibilities of the district treasurer

Reports to the governor

Administers district funds in accordance with the approved district budget

- Prepares financial reports for the district board, and open the books for inspection by the district board and by any auditor named by the district board.
- Closes the books at the end of each fiscal year (31 May) and has them audited by a certified or chartered public accountant or by a qualified individual independent of the district board, by 15 July in each convention year.
- Sends invoices for district dues and processes dues payments.
- ***Transfers district financial records to the succeeding treasurer no later than 45 days after the term of office ends.***

Is a voting member of the district board

- Attends and votes at meetings of the district board, attends and votes at the district conference.
- Presents the District Financial Report and Budget at the district conference.

Please read ZI-D23-Rules-of-Procedures-September 2017 and also the Guidelines for Reimbursement of District Board Expenses.

4. Area directors

The area director reports to the governor and administers the affairs of a specific area within the district. The area director is elected at the district conference in the odd-numbered year of the biennium before the international convention at which he or she takes office for two years or until a successor takes office.

Responsibilities of an area director

Acts as a liaison between the clubs in his/ her area and the district board

- Maintains contact with club presidents, supports clubs as needed.
- Keeps the governor informed about their clubs and provides articles for the district newsletter.
- Visits established clubs in the area at least once a biennium.
- Receives and reviews annual club report forms from the clubs in the area and submits an annual report to the governor.
- Collates responses from clubs in the area (in format requested by ZI via the governor) and submits to district governor to use in preparing report for ZI.

New clubs

- Visits new clubs in the area at least once but preferably twice per year, the first visit occurring within 90 days of the club's charter.
- Reviews the minutes of club and board meetings for each new club during the first year of its existence with the governor and the Chairman of the Sponsoring, Organising and Mentoring Committee.

Clubs of concern

- Stays informed about and advises the governor of clubs with low membership, internal conflicts or other problems.
- Works with the governor to assist clubs in resolving problems.

Plans and conducts area meetings

- Conducts Area meetings or workshops at least annually.

Is a voting member of the district board

- Attends and votes at meeting of the district board.
- Represents the interests of clubs in their area to the district board and advises clubs of the outcomes of the district board meetings.
- Attends, participates in and votes at the district conference.
- Collates responses from biannual club reports and forwards to the district governor by due date.

5. Vice area director

At the option of the district, a vice area director may be elected to assist the area director in the performance of area duties. In the absence or inability of the area director to serve, the vice area director will then perform the duties of the area director and will be entitled to a vote on the district board or at a district conference. The district will determine additional rights and responsibilities of the vice area director.

6. Nominating committee

The District Nominating Committee proposes the slate of candidates for the positions of governor, lieutenant governor, treasurer, area directors, vice area director and members of the nominating committee for the next biennium. The members of the Nominating Committee are elected at the district conference in the odd-numbered year of the biennium before the international convention at which they take office, and hold office for two years.

The Nominating Committee plays a vital role in determining who will lead the district in the future.

Its members are knowledgeable about:

- The abilities and experiences of Zontians in the district.
- The responsibilities of each office to be filled, the objects and programs of Zonta International.

The committee solicits

- Names of potential nominees for the positions to be filled throughout the term of office, stressing qualifications required, the responsibilities of the office and securing the consent of all nominees to be nominated and to serve if elected.

The committee provides to the district secretary for inclusion in the Business Call to Conference

- A report listing the nominees for elected position.
- One or more qualified candidates for each district position to be filled.
- At least five candidates for the District Nominating Committee.

The committee chairman then reports to the district conference at which the elections for district office are held.

Note: Secretary

The Governor will appoint the secretary who will be an officer and a member of the district board without a vote. The term of office of the secretary will coincide with the term of the governor who made the appointment.

Note: *As well as the ZI Campaigning Policy all nominees should read ZI-D23-Rules-of-Procedure (September 2017) and the Guidelines for Reimbursement of District Board Expenses. District documents are available on the Zonta District 23 website.*

<https://www.zontadistrict23.org.au/>