

AREA DIRECTOR

The role of the area director is to administer 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 convention at which she or he takes office (or, at the option of the district, at the area meeting to be held prior to the convention) and holds office for two years or until a successor takes office.

Qualifications: See Zonta International Article XIII, Districts, Section 6. Officers. (a) Qualifications.

Responsibilities of the Area Director: See Zonta International Bylaws Article XIII, Districts, Section 7. Duties of Officers. (c) Area Directors.

- Reports to the governor.
- Acts as a liaison between the clubs in the area and the district board.
- Ensures that club board members and elected and appointed club committee members sign the Conflict of Interest Declaration (available on the Zonta International website with the Conflict of Interest Policy under Member Resources/Policies).
- Ensures that club board members and elected and appointed club committee members sign the Use of Member Information by Zonta Leaders Declaration (available on the Zonta International website with the Use of Member Information by Zonta Leaders Policy under Member Resources/Policies).
- Conducts area meetings or workshops at least annually.
- Maintains contact with club presidents and supports clubs as needed.
- Keeps governor informed about clubs in the area.
- Visits established clubs in the area at least once in a biennium.
- May issue area director newsletters.
- Receives confirmation from clubs that club bylaws have been adopted and periodically reviewed.
- Represents the area clubs' interests to the district board and advises clubs of the outcomes of the district board meetings.

New clubs

- Visits new clubs in the area at least once, but preferably twice per year, with 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 SOM (sponsoring, organizing and mentoring) committee.

Clubs of special interest

- 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.
- Is notified by a club that intends to disband and works with the club to avoid disbandment.
- Cooperates with the lieutenant governor about club membership matters.

Other duties

- Performs other duties as decided by the district board or assigned by the governor.

Voting member of the

- District board
- District conference(s)