

**CLUB MANUAL OCTOBER 2006
PART 1 SECTION 2**

THE ROLE AND RESPONSIBILITIES OF THE PRESIDENT

The president is the chief executive of the club. In conjunction with the club board, the club president reviews and aligns club goals and objectives with the long-term and biennium goals of Zonta International and the district. The goals must be discussed with, and approved by, the club members. The membership should be kept fully informed about all relevant Zonta business. The strategic plan for the club should be updated at regular intervals.

President's responsibilities to the club and the board of directors

- Help review and align club goals and objectives with the long-term and biennial goals of Zonta International.
- Initiate the development of short- and medium-to-long-term strategic plans for the club.
- Preside at all meetings of the club and the club board.
- Appoint and brief the chairmen of standing and special committees, with the exception of the nominating committee (which is elected) and monitor the progress of club committees toward achieving club goals.
- Acquire a thorough knowledge of the objects, projects and policies of Zonta International.
- Present recommended club goals for approval. Present club board recommendations to the club at its next business meeting.
- Ensure that operating methods, processes and structures are reviewed regularly for relevance and continuous improvement.
- Encourage the club's support of local and of ZI international service programs and projects, and the club's active participation in public affairs and advocacy (within the guidelines of the Advocacy Policy, see Section 13).
- Take leadership in encouraging club contributions to the Zonta International Foundation and encourage members to give to the Foundation.
- Invite the District Foundation Ambassador to club meetings.
- Ensure that the club pays correct dues to Zonta International (with the required club member list), to the district, and to the area (if applicable) by the due dates and submits the required complete club member list.
- Ensure timely submission of reports and contributions.
- Encourage all club members to register on the ZI Web site in order to take advantage of the information resources and tools offered.
- Appoint a club parliamentarian, if the club chooses to have one.
- Countersign – if applicable – all payment orders and checks drawn on the club's bank account by the treasurer.
- Present a written report at the club's annual meeting reviewing the year's activities and offering pertinent recommendations.
- Brief the incoming president on all club activities and policies and hand over all club records and relevant materials within a reasonable time after the president assumes office.
- Ensure that information contained in club mailings from ZI Headquarters is distributed to the appropriate club officers and shared with the entire club as needed. President's responsibilities to the area, district, Zonta International and ZI Headquarters
- Report quarterly, or as requested by the Governor, using the report format provided by the Governor.
- Report club achievements and concerns to the area director.
- Take responsibility for the completion and submission of other reports and forms such as committee surveys, member satisfaction surveys, member exit questionnaires, etc.

- Ensure that names, addresses and contact numbers of club committee chairmen are submitted to all contacts promptly following their appointment.
- Inform the area director of details of club meetings and major club activities. At least once during the biennium, invite the area director to make an official visit to a club business meeting and serve as, or assign a club member as, the area director's host.
- Submit an annual club report to the area director each year (see Part 3 - Forms).
- Attend area meetings and workshops, district conferences and convention.
- Ensure that the club Web site provides simple, direct information for prospective members and award recipients, and that the Web site address is reported to ZI Headquarters.
- Use links to the ZI Web site to ensure that information is up-to-date and the current guidelines and applications are used.
- Ensure that the club elects delegates and alternates to area meetings, if required, and to district conference. A delegate may carry more than one of the total votes to which the club is entitled.
- Ensure that the club elects delegates and alternates to the convention and ensure completion of a Credentials Registration Form for delegates and alternates to convention by the published due date. Notify the district governor if a proxy is needed (see forms in Part 3).
- Ensure that annual per capita dues with a current and complete club member list with information requested by ZI Headquarters, and the Club Officers Report Form (see Part 3), are sent to ZI Headquarters by the due date (1 June annually).
- Ensure that the club maintains a permanent club E-mail address, that it is reported to ZI Headquarters, and that the E-mail correspondence to that address is handled efficiently.
- Ensure that club bylaws are adopted and then report to the area director that the club has periodically reviewed club bylaws.

THE ROLE AND RESPONSIBILITIES OF THE PRESIDENT-ELECT

The president-elect (if included in the club bylaws as a club officer) is expected to:

- Perform duties as assigned by the president.
- Prepare to assume the presidency. Preparations might include evaluating the growth of the club, planning for dynamic programs and effective mission-focused service projects, helping to formulate long-range plans and considering appointments for committee chairmen.
- Attend area meetings, district conferences and, if possible, biennial conventions.
- Report to the club president or board as required and brief the incoming president-elect on responsibilities of the position. Pass the records of office and other relevant materials to the incoming president-elect within a reasonable time after the president-elect assumes office.

THE ROLE AND RESPONSIBILITIES OF THE VICE PRESIDENT

If a club chooses to elect two vice presidents, the first vice president ranks higher than the second. Responsibilities may be divided accordingly.

The vice president should:

- Perform the duties of the president in the absence or inability of the president. If a president is unable to complete the term of office, the vice president becomes president.
- Perform duties as designated by the president and the club board, including serving as a committee chairman.
- Report to the club president or board as required and brief the incoming vice president on responsibilities of the position. Pass the records of office and other relevant materials to the incoming vice president within a reasonable time after the vice president assumes office.

The treasurer shall (See also Finance Committee, Section 3):

- Administer the funds of the club in accordance with the approved budget.
- Serve as an ex-officio member of the finance committee.
- Keep an accurate record of the collection and disbursement of all club monies.
- Create and administer a policy for record retention in keeping with your country's filing requirements. (In the U.S. the I.R.S. mandates seven years.)
- Ensure that authorized signatures are on file with the club's bank(s).
- Submit financial reports to the club and its board as required, and a written report of the club's annual financial position at the annual meeting.
- Produce the cash books and bank books when requested by club members.
- Pay all properly approved bills in accordance with the approved budget.
- Send a club membership dues statement well in advance to each member, payable on or before 1 April, and send reminders for delinquent dues and fees.
- Devise a system for assuring that members' dues and fees are paid to the club, the district, the area (if applicable) and Zonta International by the due dates.
- Pay reinstated member fees to Zonta International, with Member Report Form (Part 3).
- Pay annual per capita dues and fees to Zonta International by June 1 and include a current and complete club member list with the information requested by ZI Headquarters (coordinate with club secretary or membership chairman).
- Pay annual dues and fees to the district by the date required by the district.
- Pay annual dues and fees to the area, if applicable, by the date required by the area.
- Pay international, district and area (if applicable) dues of honorary members, who do not pay club dues.
- Ensure prompt payment of contributions to the Zonta International foundation, and that payment is made to the correct address (which differs from club dues payments). See Part 3 – Forms.
- Determine and follow all state, provincial, and country filing requirements. (United States clubs, see Section 18, US Tax Matters) (Clubs outside the United States, contact the proper authorities within the country)
- Close the books at the end of the fiscal year and prepare them for the annual audit, examination or review to be performed within 30 days. Arrange the audit/examination/review.
- Prepare and present a report at the Annual Meeting.
- Report to the club president/board as required and brief the incoming treasurer on all club activities and policies.
- Pass the records of office to the incoming treasurer within 45 days of leaving office.

Club budget

Club dues should be sufficient to finance the operation of the club and meet its budget. As an exofficio member of the finance committee, the treasurer plays an important role in these decisions. It is recommended that two budgets be prepared for club operations - one for the operating fund, the other for the service fund.

THE ROLE AND RESPONSIBILITIES OF THE SECRETARY

Clubs may choose to divide the office and elect both a recording and a corresponding secretary.

The **recording secretary** should:

- Attend meetings of the club and club board and keep a record (the minutes) of all proceedings, stating without personal comment what was discussed, acted upon, and the rationale.
- Bring the following items to all meetings:
 - A copy of the agenda including unfinished business from previous meetings.
 - The minutes of club and board meetings for the year, including the last meeting.
 - A policy book. In order to maintain easy access to the motions that set policy for the club, it is recommended that the club keep a policy book, divided by topics: finance, service, committees, public relations, etc. Decisions relating to specific topics are recorded in the relevant section with a notation of the date of the decision.
- Prepare draft minutes for the president to review. Distribute the minutes in advance and at the next meeting and record corrections.
- Keep proceedings of club board meetings privileged to the club board, but provide a summary report on club board actions to the club members.
- Maintain the following files (see Section 10: Archives):
 - Minutes of meetings
 - Policy Book
 - Club newsletters
 - Area Director's and Governor's newsletters
 - *The Zontian* magazines
- Report to the club president/board as required and brief the incoming secretary. Pass the records of office and any other relevant materials to the incoming secretary within a reasonable time after leaving office. Note: New clubs send the minutes of their club and board meetings to the SOM (Sponsoring, Organizing and Mentoring) chairman, area director and the district governor for at least one year after their charter date.

If a **corresponding secretary** is elected the following could be her responsibilities. Otherwise these are the responsibilities of the secretary (recording) as well:

- Bring updated membership, officer and committee lists, and paper for ballot votes to all meetings.
- Ensure that existing members update their contact information via the ZI Web site. Promptly report to ZI Headquarters new member contact details (and changes for existing members if needed). (See Member Report Form in Part 3 - Forms). Changes should also be written on the official club member list received from ZI Headquarters with the dues billing. Coordinate with club treasurer or membership chairman.
- Keep a record of all members' attendance at meetings (if applicable).
- Send a Club Officers Report Form (see Part 3) to ZI Headquarters, the area director and the district governor before 1 May. Conduct club correspondence including communications requested by officers and committee chairmen and letters of thanks to guest speakers. Ensure that the area director and district governor receive the club's newsletter.
- Ensure that the club number is used on all correspondence with ZI Headquarters.
- Handle the club's E-mail box (unless assigned by the President to another member) to ensure timely response to all E-mail inquiries or information provided by ZI Headquarters.
- Report to the club president/board as required and brief the incoming secretary. Pass the records of office and any other relevant materials to the incoming secretary within a reasonable time after the new secretary assumes office.