

Zonta calendar by month

June/July

Date	Action	By Whom
	Appoint committee chairmen, committee members, and club parliamentarian (optional)	President
	Present proposed Committee Chairmen to Club Board for approval	President
	Once approved, report name, address, and telephone number of all Committee Chairmen to the District Governor and the Area Director	Secretary
	Distribute list of Committee Chairmen and Committee member to membership	President
	<p>Make sure that Officers, Director, and Chairmen have:</p> <ul style="list-style-type: none"> • ZI Bylaws, Manual of Procedures for Zonta Clubs, and other ZI manuals as appropriate (membership, PR, treasurer, etc.) – accessible on ZI web site • Club Bylaws • Written job descriptions, including deadlines for projects and milestones • Records and other relevant materials from their predecessors • Names, addresses, and contact information for District Committee Chairmen 	President
	Plan first meeting of the new club board as an orientation program	President
	Hand over all pertinent files and records to a new club board and Chairmen (Note: this transitioning process should begin sooner for club Presidents, Vice Presidents, and Treasurers)	Club Board
	<p>Plan club action for the coming Zonta year according to biennial goals and programs, in the light of the Mission, Objects, and Foundation contribution goals. In conjunction with above, prepare a club calendar including:</p> <ul style="list-style-type: none"> • Club and board meeting dates • Special event dates, including International Project functions, club projects, and functions • Timetables for award programs, Amelia Earhart, YWPA, Jane M. Klausman, Club Awards, etc. • Membership activities (ZINGS, receptions, membership appreciation, etc.) • Special cultural celebrations • Biennial Convention/District Conference dates • District events to include area workshops, and leadership team meetings 	Club Board, Program Committee Chairs, and Committee Chairs
	<p>Conduct a planning session/retreat (include at least new and continuing club officers, directors, and committee chairmen, entire membership, guests if appropriate)</p> <ul style="list-style-type: none"> • Review service projects: are they meaningful to the community, satisfying to the members, and mission related. • Draft service and operating budget for the coming year • Review ZI/District 11 goals • Plan programs for club meetings (speakers and special events) • Strategic planning; review/revise plan (or develop one) • Consider new activities, such as organizing a new Zonta Club, forming a Z or Golden Z Club, hosting an Area Workshop or Conference 	President
	Complete appropriate paperwork with the bank to change signatures, etc	President and Treasurer
	<p>Update membership directory to include:</p> <ul style="list-style-type: none"> • Member names, address, and classification titles/number • Names of Officers and committee chairmen 	Secretary

Zonta calendar by month

June/July (continued)

Date	Action	By Whom
	Send copies of the club directory to the Governor, Lt. Governor, and Area Director	Secretary
	Determine what supplies the Club needs from Headquarters and order if necessary	President
	Convention Years (even numbered years), remind delegates to prepare a written report for next club meeting	President
	Remind members to register early for the District Fall Conference	President
	Other activities	

August

Date	Action	By Whom
	In Convention years, prepare a written review of Convention actions. Present the report to the club.	President
	Encourage members who have not yet done so to register for the District Conference	President
	Make sure that all new members are assigned to Committees and know what those committees do	President
	Check with Committee Chairmen to confirm they: <ul style="list-style-type: none"> • Understand functions of their committee • Understand their responsibilities as Chairmen • Have necessary records and materials Have contacted Committee members, especially new club members	President
	If the Club meets in August, have the Convention Delegate(s) report on Convention actions (even numbered years)	President
	Elect Delegate(s) to District Conference.	President
	Send Conference credential cards to District Secretary (by due date)	President
	Other activities	

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September

Date	Action	By Whom
8	International Literacy Day	
	Third Tuesday, International Day of Peace. Opening Day for regular sessions of the UN General Assembly.	
	Elect District Delegate(s), if not already done	President
	If Club did not meet in August, have Convention delegate report on Convention action (even numbered years)	President
	Remind Treasurer to file Form 990 with IRS by October 15	President
	Finalize plans for attendance at District Conference	President
	Adopt Club operating and service budgets if you have not already done so	President
	Decide amounts to be pledged to ZI Foundation and ZI programs (guideline is that 1/3 of club service money should be allocated to ZI Foundation service projects)	President
	Attend District Conference	President and Members
	Other activities:	

October

Date	Action	By Whom
24	UN Day, and observe UN Month	
	Breast Cancer Awareness Month and Turn Off the Violence Month	
	Receive the Zonta International Directory and new Bylaws booklet (even years). Advise all members and make the Directory available.	President
	Applications for YWPA awards are available on the ZI Web site. Copy and send the application to the local high schools and colleges (via the Scholarship Committee Chair)	YWPA Chair
	If club meets after the Conference, have the Delegate(s) report results to the club	President or Delegate
	For clubs in the US only, file the Internal Revenue Service's Form 990, if required, by 15 October. Refer to Section 18 of the Zonta Club Manual for additional information.	Treasurer
	Other activities:	

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November

Date	Action	By Whom
8	Celebrate Zonta International Day, with Founder's Day commemorations	Program Committee
15	Amelia Earhart Fellowship Applications due to headquarters	Program Committee
25	November, International Day for the Elimination of Violence Against Women First day of "16 Days of Activism" which culminates on 10 December	Service Committee
	If your club did receive special recognition at the Conference, share this with your members and report Conference highlights	
	Other activities:	

December

Date	Action	By Whom
1	World AIDS Day	
5	International Volunteer Day	
10	International Human Rights Day	
	Check with local high schools and colleges about applications for the Club's YWPA Award	YWPA Chair
	Other activities:	

January

Date	Action	By Whom
11	Amelia Earhart Day	
	Schedule Amelia Earhart activities for this month	Service Committee
	Applications for Jane M. Klausman awards are available on the ZI website	Klausman Chair
	Elect members for a Club Nominating Committee, if they are not elected the same time of year as Club Officers and directors for the coming year	Club Members
	Other activities:	

February

Date	Action	By Whom
15	For clubs in the US only, send Group Subordinate form to headquarters- due February 15	Treasurer
	Submit names of potential candidates for District and ZI office to District 11 Nominating Committee Chair (odd number years only)	President
	Select Club winner for the YWPA Award and forward 5 copies to the District 11 YWPA Chairman – no later than April 1	YWPA Chair or President
	Other activities:	

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March

Date	Action	By Whom
8	International Women's Day and Zonta Rose Day	
	Club Nominating Committee recommendations are due to Board	President
	Send Club dues notice; club dues (to include ZI and District dues) are to be received by the Club Treasurer <u>by 1 April</u>	President
	Select and invite the installing officer to your Club's meeting if you have not already done so	President
	In even years, ZI will send out Convention Credential Forms, which must be sent to ZI, the District Governor, and the Area Director <u>no later than 1 May</u> ; elect your Convention delegates either this month or the next	President
	Send nominations for District and ZI office to District Nominating Committee if you have not already done so. <u>Deadline is 15 April.</u>	President
	Collect club dues <u>by 1 April</u>	Treasurer
	Optional: Club Treasurer prepares the annual budget to be reviewed at the monthly board meeting (this varies since clubs may do this at different times of the year)	Treasurer
	Election of Officers, Director(s), and Nominating Committee members may be scheduled now or in April -	President
	Send YWPA club candidate application to Governor (due 1 April)	YWPA Chair
	Other activities:	

April

Date	Action	By Whom
7	World Health Day	
	Elect delegate(s) to the ZI Convention (even number years only), if you have not already done so, and send Credential Forms, to ZI Headquarters, the District Governor and Area Director <u>by May 1.</u>	President
	Confirm arrangements for Installing Officer to be present at the May Installation of the new board members	President
	Hold elections for Officers, Directors, Nominating Committee, if not already done.	President
	Attend Area Meeting, if it is this month	President
	Confirm that the Finance Committee has provided for a review of the club's books for the fiscal year ending May 31.	President
	Remind the Club Chairmen of deadlines for their reports	President

Zonta calendar by month

April (continued)

Date	Action	By Whom
	Send nominations for District Officers to District Nominating Committee if you have not already done so.	President
	Even years, contributions to the Foundation must be received in April to be recognized at the Convention.	Treasurer
	Receive reports of officers, club board, committees	Club Board
	Submit Club Officer Report Form to ZI Headquarters, and submit the District Club Officer and Committee Chair form due May 1 _____	President
30	Emma Conlon Award (Z Club/Golden Z club awards)nominations to headquarters – <u>due April 30</u>	Service Committee
	Second notice to members who have not paid dues	Treasurer
	Other activities:	

May

Date	Action	By Whom
1	Send Club Officers form to ZI, District Governor or designee	President
28	International Day of Action on Women's Health	
	Send per capita dues together with updated Club member list to reach Zonta headquarters <u>due by 1 June</u> (or earlier) along with a completed Membership Report Form	Treasurer
	Send District dues to District Treasurer- <u>due by June 1</u>	Treasurer
	Install new board members	
	Report results of Area Meeting	
	<u>Submit Annual report to Area Director –due June 1</u> _____	President
	Confirm that arrangements have been made to review the Club's books	President
	In odd numbered years, send the Nomination Forms for Zontians recommended as candidates for Zonta International officers, directors, and Nominating Committee members to be received by the nominee's District Nominating Committee Chairman <u>by 31 May</u>	Nominating Committee
	Convention: In even numbered years, prepare for the Convention by discussing ZI Bylaw amendment proposals, program goals, resolutions, and candidates	Club Board & members
	Send <u>5 copies</u> of club Jane M. Klausman candidate application to the District 11 Jane M. Klausman Chairman – <u>due by May 31</u>	Klausman Chair
	Other activities:	