



Zonta International®
Advancing the Status of Women Worldwide

Club President Resource Guide July 2013

Understand Your Role as Club President

Some useful resources for you:

- Zonta's bylaws and rules of procedure
<http://www.zonta.org/MemberResources/Governance.aspx>.
- Club Manual which includes the job description of the club president (page 22 in the Club Manual) <http://www.zonta.org/LinkClick.aspx?fileticket=O2xh4WlughE%3d&tabid=75>.
- Zonta Website, www.zonta.org and monthly e newsletter
- The area director for your club
- Past club president - schedule a meeting with the outgoing club president to ensure a smooth transition

Leading Your Club

Tips for a successful and growing club:

- Well lead – supports current leaders and develops future leaders
- Mission focused – advocacy and service and thinks globally and locally
- Supportive of its members- fellowship is important, AND
- Has well run meetings (page 43 in the Club Manual)
<http://www.zonta.org/LinkClick.aspx?fileticket=O2xh4WlughE%3d&tabid=75>.
- Ensures all members are heard- minority are heard and majority decide
- Mentors new members

Membership Retention and Growth

- Listen to the members
- Sustained growth occurs when the club delivers on Zonta's mission – is visible and credible
- Utilize the Public Relations opportunities that are available to your club
<http://www.zonta.org/MemberResources/Tools/PublicRelationsTools.aspx>.

Encourage Contributions to the Foundation

- Encourage club and individual contributions to the Zonta International Foundation (clubs are encouraged to contribute 1/3 of all service monies raised locally to the Zonta International Foundation)
- If all members of the club contribute to the Foundation this biennium, then your club will be recognised at the 2014 Convention

Key Dates

- **1 April (ongoing) - Club dues are due to the club by 1 April and district dues are due to the district by the date the district determines.** Area dues may be authorized to be collected.

- **1 May (ongoing): Club Officer Contact Information forms are due** at HQ **1 May** – send to memberrecords@zonta.org.
- **31 May (ongoing): ZIF Annual Report recognition deadline is 31 May for districts, clubs and individuals.**
- **1 June (ongoing): Zonta International dues are due** - Clubs who have not paid their International and District Dues cannot vote at district conferences. Only clubs in good standing may vote at the biennial convention.
 - **International Dues Instructions:**
<http://www.zonta.org/MemberResources/Tools/ClubTools.aspx>.
 - **Online Dues Instructions**
<http://www.zonta.org/MemberResources/PayDuesOnline.aspx>.
- **1 June:** New Zonta year starts
- **8 November:** Zonta's birthday
- **25 November- 10 December 2013-** Zonta says NO campaign Phase II, 16 Days of Activism
- **30 December 2013:** Application due to district for the Service Recognition Awards
- **30 April 2014: Biennial Convention ZIF award recognition deadline is 30 April.** All clubs and individuals must submit their donations by this date on a convention year to be recognized at the biennial convention.
- **27 June- 1 July, 2014** Zonta International Convention, Orlando, Florida, USA