

QUALIFICATIONS FOR DISTRICT LEADERSHIP

GOVERNOR

Qualifications:

- be a classified member of a Zonta Club and
- have served 2 years in an elected club office and/or have been a district committee chairman and
- have served 1 year as a club president

Responsibilities of the Governor

- **Communicates**

- **Appoints**

- **Is responsible for 2 District Conferences**

- **Presides over 3 board meetings each year of the biennium**

- **International Convention** -- approves club proxy representation, attends and votes.

- **Works with new clubs and clubs of concern**

- **District finances** -- authorizes expenditures in accordance with the approved district budget & supervises the preparation of the budget

- **Reports to the Zonta International Board of Directors**

- **Is a voting member of the District Board, the District Conferences and the ZI Convention**

LIEUTENANT GOVERNOR

Qualifications:

- be a classified member of a Zonta Club and
- have served 2 years in an elected club office and/or have been a district committee chairman and
- have served 1 year as a club president

Responsibilities of the Lieutenant Governor

- **Reports to the Governor**

- **Assists the Governor** and assumes the responsibilities of the governor when the governor is absent or unable to perform the duties of the office.

- **Is a member of the Zonta International Organization, Membership and Classification (OMC) Committee**

- **Is a voting member of the District Board** -- attends and votes at meetings of the District Board and attends and votes at the District Conferences

AREA DIRECTOR

Qualifications:

- be a classified member of a Zonta Club and
- have served 2 years in an elected club office and/or have been a district committee chairman and
- have served 1 year as a club president

Responsibilities of the Area Director

- **Acts as a liaison between the clubs in the area and the District Board** – by maintaining contact with club presidents, visiting each club at least once in the biennium, and publishing an area director's newsletter

- **Receives and reviews Annual Club Report Forms from clubs in the area**

- **Plans and conducts area meetings**

- **Is a voting member of the District Board** -- attends and votes at meetings of the District Board and attends, participates in, and votes at the District Conferences.

VICE AREA DIRECTOR

Elected Vice Area Directors shall meet the same qualifications as area directors. Vice area directors are not considered district officers or members of the District Board except when the area director is absent or unable for any other reason to perform in that office.

Responsibilities of the Vice Area Director

- **Assists the area director to perform the duties in the area.**
- **Performs such other duties as provided by the Board**

DISTRICT TREASURER

The treasurer may hold office for up to two terms.

Qualifications:

- be a classified member of a Zonta Club
- have served 2 years in an elected club office and/or have been a district committee chairman

Responsibilities of the District Treasurer

- Keeps District records and administers funds in accordance with the approved budget

- Prepares financial reports for the District Board

- Provides annual financial statements prepared by a CPA to ZI Headquarters

- District conference -- prepares a biennial district budget under the supervision of the governor, to be reviewed by the District Board and presented at the district conference for approval and presents the independently prepared auditor's report or review to the District Conference.

DISTRICT SECRETARY

The district secretary reports to the governor; is a non-voting member of the District Board; and maintains the records of the district. The district secretary is appointed by the Governor.

NOMINATING COMMITTEE

The district nominating committee proposes the slate of candidates for the positions of governor, lieutenant governor, treasurer, area directors, vice area directors and members of the nominating committee for the next biennium. They also work with the Zonta International Nominating Committee to recruit International officers, directors, and the nominating committee.

Committee Membership

- the three members of the district nominating committee are elected by a plurality vote at the District Conference in the odd-numbered year of the biennium. The candidate who received the highest number of votes is the chairman.
- no member of the district nominating committee is eligible for nomination at any level of Zonta International while serving on the committee.

Responsibilities of Nominating Committee

- Is knowledgeable about the offices to be filled and the qualifications for each and the abilities and experience of Zontians in the District

- Solicits names of potential nominees for the positions to be filled

- Presents slate to each District officer and club at least 60 days before the Conference at which the election is held and reports the slate at the District Conference

APPOINTED POSITIONS FOR WHICH YOU MAY VOLUNTEER

- **Service Committee**
Subcommittee:
- ZISVAW
- **Amelia Earhart**
- **Young Women in Public Affairs**
- **Jane M. Klausman**
- **Legislative Awareness & Advocacy**
- **United Nations Committee**
- **Public Relations/Communications Committee**
- **Foundation Ambassador**
- **Bylaws and Resolutions**
- **Finance Committee**
- **Long Range Planning Committee**
- **District Archivist**
- **IT/Webmaster**
- **Z & Golden Z Clubs**