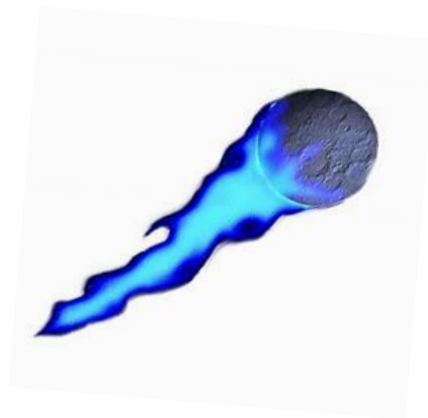


ZONTA INTERNATIONAL

DISTRICT 4

PRESIDENT'S GUIDE

REVISED APRIL 2020



Creating
Opportunities
Motivating
Empowering
Tomorrow's
Zontians

*Transitions, Changes & New Opportunities
Accomplished through Teamwork*

DISTRICT 4 PRESIDENT'S GUIDE

Congratulations on your election as President of your Zonta Club. Thank you for taking a leadership role in Zonta! Your role and responsibilities are the keystone in the success and growth of your club and District 4.

The President's Guide was developed to aid you in your transition by highlighting the resources available to you.

There is a wealth of information at your fingertips! I encourage you to use the resources available to you.

If you have questions, your Area Director and ZI District 4 Board are here to assist. You are never alone!

Enjoy your time as President!

Here's to strong Women.

May we know them.

May we be them.

May we raise them.

May we empower women together.

Janice Durmis, ZI District 4 Governor & ZI District 4 Board

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TOOLS AND RESOURCES

The following tools and resources can be found online at www.zonta.org. Make sure you are registered on the ZI Website and have a password to enter My Zonta. If you have any trouble, please contact your Area Director for assistance.

You will need the following manuals in your possession.

- ✓ Zonta International Bylaws
- ✓ Governing Documents 2018
- ✓ Protocol Manual (August 2017)
- ✓ Marian de Forest Membership Manual (February 2018)
- ✓ Club Manual (November 2017)
- ✓ District Manual (February 2020)
- ✓ Z & Golden Z Clubs Manual (February 2020) – if you sponsor a Z or Golden Z Club
- ✓ Brand Identity Guidelines (February 2015) - use of fonts, colours, logos, etc.

Communications sent by the following sources.

- ✓ President mailings from Zonta International
- ✓ Zonta Magazine
- ✓ Zonta Leadership Program
- ✓ District 4 E-News

Feel free to contact the following for assistance.

- ✓ District 4 Governor & Lt. Governor
- ✓ Your Area Director
- ✓ District 4 Committee Chairs and members
- ✓ Past Leaders in Zonta International

Resources Sources.

Websites

Zonta International – www.zonta.org
ZI District 4 – www.zontadistrict4.org

Facebook

Zonta International - <https://www.facebook.com/ZontaInternational>
District 4 - <https://www.facebook.com/ZontaDistrict4/>

Twitter

Zonta International - <https://twitter.com/ZontaIntl>
District 4 - <https://twitter.com/zontad4?lang=en>

YouTube Video - <https://www.youtube.com/user/ZontaInternational>

Instagram - <https://www.instagram.com/Zontaintl/>

RESPONSIBILITIES

- Know and understand the Zonta International Mission, Objects and Structure. This is located in the Zonta Club Manual.
- Understand and carry out all President responsibilities as outlined in the Club Manual.
- Establish Standing Committees – Appoint Chairs and review their responsibilities.
- How to conduct a Zonta meeting prior to your first meeting.
- Establish a yearly calendar of meetings and events. Include dates and location of all regular business meetings, board meetings, special club events, Spring Area Workshops, District Conference in odd years and Zonta International Convention in the even years. Include deadlines for Amelia Earhart, YWPA, JM Klausman and Women in Technology Awards. Please be sure every member has a copy of the calendar and that someone is responsible for keeping it up to date.
- Send a copy of your Club calendar to the Governor, Lt. Governor and your Area Director.
- COMMUNICATION between your Club, District and Zonta International is vital. It is YOUR responsibility to establish and improve communication by sharing all communication received. This information is contained in the Club Manual. Keep your Area Director, Lt. Governor & Governor aware of issues that may affect the wellbeing of the club. Share your newsletter with them. Share your successes!
- Review the Club Manual to familiarize yourself with Zonta International information and the forms used for various communications.
- Most importantly: You are part of a wonderful group of COMETZ (Creating Opportunities & Motivating and Empowering Tomorrow's Zontians). Please remember YOU are the direct link to the members of Zonta. If you do not know an answer or a procedure – ask!!! Members of your club and Zonta District 4 are here to help!!!

PLANNING THE CLUB YEAR

MAY

Now is the time to make plans for the coming Zonta year.

1. Develop goals in conjunction with your Board and/or Committee Chairs. Keep in mind the current biennial goals and programs, Zonta's mission, vision and objects. Two sets of goals are needed. One should apply to this year/biennium and the second set for the club's long-range plan. (In Convention year, goals should be delayed until goals are adopted)
2. Share goals with the Board, Committee Chairs and Club membership.
3. Complete committee selections, including Parliamentarian and Public Relations.
Standing committees are subject to the approval of the Board of Directors.
Other committees can be selected by the president.
Review leadership and service capabilities of members with outgoing president.
Each club member should be a member of a committee.
Assign new members to a committee soon as possible.
4. Plan an orientation for Board, Officers and Chairmen at or following the June board meeting.
Do officers have records and relevant materials from their predecessors?
Let chair know when reports will be due.
Develop a time line for goals and reports.
Prepare a packet of information for each officer and chairman including a job description.
Utilize the Zonta International Leadership Program.
5. Develop a list including name, address, email and phone numbers of Officers and Board.
Prepare a list of committees with names, email and phone numbers of members.
Make available copies of Zonta International and Club Bylaws, Club Standing Rules and ZI Governing Documents for Zonta Clubs for Board members and Committee Chairs.
6. Prepare the club calendar for the year and have ready for the June meeting.
7. Ensure that the Club Treasurer has sent contributions to Zonta International Foundation and on the appropriate form.
8. **Zonta International and District Dues are due on or before June 1.**

9. Hold a joint Board meeting with new and old boards to exchange records and relevant information.
10. Make initial plans for District Conference (odd years)
11. Last day for members to be counted for recognition in annual report.

JUNE

Start of fiscal year.

1. Confirm with the Treasurer:
Dues and fees were sent to District and International along with the District and International Dues Transmittal Form and Membership Report Form.
If new officers have been installed, new signature forms have been signed at bank.
2. Have Secretary send a list of Club Officers and Committee Chairs including names, **addresses, email addresses and phone numbers to the Area Director and Governor.**
3. Ensure all club committees forward documents, information, suggestions to their respective incoming committee chair.
4. Conduct June board Meeting
 - ✓ Review your goals and plans
 - ✓ Review and approve new committees and roles, ensuring all members are on a committee.
 - ✓ Review club calendar so it can be distributed at the June meeting to all members.
 - ✓ Remind program and committee chairs of the following dates to facilitate planning of appropriate events, activities and programs.

October 24	UN Day
November 8	Zonta's Birthday
November 25	Begins 16 Days of Activism
January 11	Amelia Earhart Day
March 8	IWD/Zonta Rose Day

5. Finalize plans to attend the Zonta International Convention (even years). Remind convention delegates that a written report for presentation to the club is expected at the meeting following the ZI Convention.

6. Finalize plans to attend District Conference in September (odd years). Vote on delegates to District Conference. Send delegate information to the Governor and District Secretary.
7. Zonta International and District Dues are due on or before June 1.

JULY

1. Finalize plans for the club year keeping in mind that programs should emphasize service and express the Zonta International biennium theme and goals.
2. Liaise with your membership chair regarding goals and plans for the year. Plans should include ongoing recruitment and orientation.
3. Ensure club roster is sent to Governor, Lt Governor and Area Director.

AUGUST

1. Make plans for celebrating United Nations Day, October 24.
2. Confirm with each committee chair that:
 - ✓ Chair will have all the materials necessary for their committee.
 - ✓ Chair will have conducted and/or scheduled a committee meeting.
 - ✓ Chair will reach out to her District 4 committee chair and introduced herself.
3. Review Convention actions, using the Program Issue of the Zontian (even years) for report and/or appropriate action at the September meeting. Invite convention delegate holding club proxy to September meeting.
4. Encourage District Conference attendance (odd years).
5. YWPA Award materials available.
6. JMK club applications due August 15.

SEPTEMBER

1. Remind members of District Conference (odd years).
2. If applicable, have treasurer file Form 990 by October 15 (for US Clubs)
3. Finalize plans for United Nations Day, October 24.
4. Initiate process for Young Women in Public Affairs and Jane M Klausman Awards. Club winners are due to Governor by April 1st (YWPA) and May 31st (JM Klausman)
5. Have Convention delegate present report to club.
6. Prepare to review club bylaws to ensure bylaw changes approved at Convention are reflected in club bylaws.

OCTOBER

1. Confirm the (USA) treasurer has filed Form 990, if applicable.
2. Observe United Nations Day October 24.
3. Finalize plans for Zonta's birthday on November 8.
4. Discuss with members the potential opportunity to visit United Nations, often in early December, with District 4 contingent.

NOVEMBER

1. Observe Zonta's Birthday on November 8.
2. In even numbered years, send names of Zontians recommended as candidates for Zonta International Office, Directorship and Nominating Committee membership to the current District Nominating Committee.

3. November 25 – December 10. 16 Days of Activism Zonta Says NO to Violence Against Women.
4. November 25 - December 10.
5. November 29th – Giving Tuesday.
6. Zonta International Foundation EVERY MEMBER, EVERY NOVEMBER campaign.

DECEMBER

1. Finalize plans for Amelia Earhart, January 11.
2. Submit nominations to District Nominating Committee for district offices.
3. December 2 – International Day for the Abolition of Slavery.
4. December 10 – International Human Rights Day.
5. December 31 – Last day for financial gifts to Zonta International for calendar year to be counted.

JANUARY

1. Observe Amelia Earhart, January 11.
2. Elect Nominating Committee for the club if not done during regular elections.
3. Plan activities to observe International Women’s Day/Zonta Rose Day, March 8.
4. Begin planning for ZI Convention (even years) club delegate, potential Zonta International bylaw changes, and promoting member attendance. District 4 will help new attendees.
5. JMK Scholarship materials available.

6. Emma L Conlon Service Award materials available.
7. January 31 – Tax mailing to clubs.

FEBRUARY

1. Remind officers and committee chairs that annual written reports are due at April or May meetings.
2. Present proposed budget for coming year for approval at annual meeting.
3. Confirm club treasurer has distributed dues notice to membership.
4. Encourage club members to attend North America Interdistrict Meeting (NAIDM) generally at the beginning of June.

MARCH

1. Encourage attendance at Spring Area Workshop. Plan to attend as President.
2. Elect delegates and alternates or proxies to the Zonta International Convention (even years). Register delegates and alternates on Clubs Credentials Registration Form or register online at www.zonta.org.
3. Nominating Committee report due.
4. Begin District 4 Annual Club Report. This will be due to Area Director May 1. Projects to year end.
5. In Convention year, discuss with the club issues, projects, elections, etc. that will be covered.
6. International Women's Day/Zonta Rose Day – March 8.
7. Opportunity to attend [Commission on the Status of Women](#) (CSW) at United Nations in New York at the beginning of March.

8. Consider holding club election in March to allow incoming officers and committee chairs to attend Spring Area Workshop to learn their new role as leaders.

APRIL

1. Receive written reports from officers and committee chairs.
2. Conduct club annual business meeting (April or May).
 - Election of club officers, directors and nominating committee.
 - Approval of club budget for coming year.
 - Report of club officers and committee chairs.
 - President's annual report.
 - Recommendations for coming year.
3. Encourage current officers and committee chairs to work with incoming officers and chairs.
4. Submit District 4 Club Annual Report to Area Director by the date as specified by the Area Director.
5. Submit ZI Officer Report Form – even if officers are the same by May 1.
6. Instruct Finance Committee to conduct an annual audit/review of club finances for fiscal year ending May 31.
7. YWPA applications due to District 4 by April 1.
8. April 30 – Donations due to be recognized for Convention (even years).

MAY

1. Installation of Officers. Consider inviting Governor, Lt. Governor/D4 Membership Chair or Area Director to your installation and induction ceremony.
2. Arrange for joint meeting of incoming and outgoing board at May or June board meeting.
3. Have PR/Communication Chair arrange for newspaper announcement/website of club's new leadership.

4. ENSURE ZI DUES AND UPDATED CLUB ROSTER ARE RECEIVED AT HEADQUARTERS BY JUNE 1.
5. ENSURE DISTRICT 4 DUES AND UPDATED CLUB ROSTER ARE RECEIVED BY DISTRICT TREASURER BY JUNE 1.

*****Reporting dates are sometimes adjusted depending on Zonta International. Please check with your Area Director. *****

Ongoing

Update District 4 Communications with new membership information or changes in members contact information. Changes made to member profile on Zonta International website does not extend to District.

ENCOURAGE

Encourage club committee chairs to communicate with District 4 committees chairs to ask questions or raise concerns.

Encourage club members to receive District 4 E-News. District 4 officers and committee chairs choose to inform, update and instruct members through D4 Communications' E-News.

Encourage use of D4 Communications to promote club initiatives and events to district members. Also, a source of inspiration.

Encourage members or yourself to attend other club's events or meetings. This is an excellent way to meet new Zonta members, hear potential club speakers or observe a "new" way to conduct club business.

GUIDELINES FOR CLUBS

DONATIONS TO ZONTA INTERNATIONAL FOUNDATION

Per Member in USD

Amelia Earhart Fellowship

Young Women in Public Affairs Award (YWPA) funding available

Jane M Klausman in Business Scholarship Fund funding available

International Projects

Global Program to End Child Marriage

Adolescent Girls' Health and Protection in Peru

Strengthening Capacities of National Health Sector to Deliver Survivor-Center Response

To Gender-Based Violence in Papua New Guinea and Timor Leste

Let Us Learn Madagascar

Rose Fund

REMINDER: Zonta International recommends that one third of total fundraising dollars earned each year be sent to the Zonta International Foundation to support our programs. None of your membership dues are used to support our service projects. Detailed fund descriptions are in the Zonta International Club Manual.

UNITED NATIONS DATES

June 4	International Day of Innocent Children and Victims of Aggression
June 5	World Environment Day
June 12	World Day Against Child Labor
June 26	International Day against Drug Abuse and Illicit Trafficking
July 11	World Population Day
August 9	International Day of the World's Indigenous Peoples
September 8	International Literacy Day
September 18	International Equal Pay Day
October	1 st Monday – World Habitat Day
October 1	International Day of Older Persons
October 11	International of the Girl Child
October 24	United Nations Day
November 20	World Children's Day
November 25	Begins 16 Days of Activism
November 25	International Day for the Elimination of Violence Against Women
December 5	International Volunteer Day
December 10	Human Rights Day
February 6	International Day of Zero Tolerance to Female Genital Mutilation
February 11	International Day of Women and Girls in Science
March 8	International Women's Day
March 21	International Day for the Elimination of Racial Discrimination
April 7	World Health Day
May 23	International Day to End Obstetric Fistula

There could be dates that are not listed above as the United Nations does add new dates from time to time. Please check UN website for further information.

APPENDICES

[Report Writing Guidelines](#)

ZI Governing Documents (TBD 2020)

[District 4 Rules of Procedure](#) (Sept. 2017)

[Conflict of Interest Policy](#) (ZI Nov 2017)

[Conflict of Interest Declaration](#) Form (ZI)

[Privacy Policy](#) (ZI May 2018)

[ZI Copyright Guidelines](#) (ZI Feb 2020)

District 4 Area Spring Workshop [Responsibilities](#)

District 4 Area Spring Workshop [Financial Report](#)

District 4 Area Spring Workshop [Report Form](#)

[Club Visit Report](#) (Apr 2020)

[Membership Occupation Classification](#) (ZI)

[Club Installation Ceremony](#)

New Member Induction Ceremony

[with candles](#)

[without candles](#)

[Annual Club Report](#) (Apr 2020)

[Consent Agenda Template](#) (Apr 2020)

[Zonta Club Manual](#) (ZI Nov. 2017)

[Protocol Manual](#) (ZI Aug. 2017)

[Brand Identity Guidelines](#) (ZI Nov. 2015)

[Marian de Forest Membership Manual](#) (ZI Feb. 2018)

[Z Club and Golden Z Club Manual](#) (ZI Feb. 2020)