

2017 – 2018 ZQV Board and Committee Assignments

Board * **President:** **Mary Knight**
 Vice President: **Patricia Pupek**
 Secretary: **Kristin Goold**
 Treasurer: **Joanne Turner-Chiacchia**
 Directors: **Debra Wood**
 Dana Burton
 Lisa Sedelow

Nominating: **Liz Reeves, Pam Albertson, Marge Cavanaugh**

Membership: * **Patricia Pupek, Chair**
Service: * **Debra Wood, Chair**
Advocacy/UN: * **TBD**
Communication: **Mary Knight, Chair**
Archives: **Marge Cavanaugh**
Scholarships: **Dana Burton, Chair**
Finance: **Pam Albertson, Joanne Turner-Chiacchia**
Fundraising
 Golf: **Debra Wood, Marge Cavanaugh, Kristin Goold**
 Poinsettia: * **Liz Reeves, Pam Albertson, Mary Knight**
 Silent Auction: **Dianne Kidd, Patricia Pupek**

* These committees need to have a planning meeting in August and have a report ready for the September 11 dinner meeting.

All members should review the “job descriptions” attached. Be ready to sign up for one or more committees at the August 14th Picnic and consider stepping up to a Board position when asked by a member of the Nominating Committee.

We all, of course, pitch in on fundraising and service projects.

Elected Positions

President (currently Mary Knight) - The president presides at all meetings of the club and of the club board; she is the chief executive officer of the club and signs all payment orders and checks in the absence of the treasurer. Subject to approval by the board, the president shall appoint the chairmen of all standing committees and other committees except the Nominating Committee and shall be an ex-officio member of all committees except the Nominating Committee.

Vice President (currently Patricia Pupek) - In the absence of the president, the vice president performs the duties of president. The vice president serves as Chairman of the Membership Committee and may be assigned other duties by the club board.

Secretary (currently Kristin Goold) - The secretary keeps a record of the proceedings of the meetings of the club and of the board, conducts correspondence not specifically assigned to other officers or committees, and performs other duties as assigned.

Treasurer (currently Joanne Turner-Chiacchia) - The treasurer is responsible for the funds of the club. The treasurer shall disburse these funds by check or other commonly used means of payment, as directed in accordance with the approved budget. The treasurer shall make monthly reports to the board and the club. The treasurer chairs the Finance and Audit Committee—preparing an annual budget and submitting it to the board before consideration by the club; regularly analyzing and reporting to the Board and Club on project goals; working with the board in providing for an examination by a qualified person independent of the board within 45 days of the end of the fiscal year as required by the Bylaws; and reporting at the Annual Meeting.

Directors (currently Debra Wood, Dana Burton, Lisa Sedelow) - The Directors can include any member in good standing and are elected by members of the club to work with Club Officers to direct the affairs of the club. The directors contribute ideas, volunteer help supporting the officers, and performs other duties as assigned by the board.

Nominating Committee (currently Liz Reeves, Marge Cavanaugh, Pam Albertson) - The Nominating Committee touches base with each member to determine their interest in stepping up for any Board position – for next biennium or at some future time.

2017-2018 focus: At the March 2018 meeting, the committee nominates one (1) or more members for each office or directorship to be filled at the election (April 2018), and nominates at least three (3) members for the next term's Nominating Committee. No name shall be presented unless the nominee has consented to serve if elected.

Standing Committees

Membership Committee (current chair Trish) - This committee is vital for the future of the club and for the growth of Zonta International. Duties include defining short and long-term goals in keeping with the current recommendations; developing a plan for retaining current members and recruiting new members; encouraging every member to identify and invite like-minded women to meetings and events; identifying and training a mentor for each new member; and evaluating progress toward goals periodically during the year.

2017-2018 focus: Work with Public Relations Committee to increase our social media footprint and attract more diversity and young professionals to our ranks. Plan at least one membership recruitment event and strategize on ideas to communicate key benefits of membership (WIFM) for current and prospective members.

Service Committee (current chair Debbie) - This committee recommends action by the club that aligns with Zonta International goals. Duties include promoting local service projects that improve women's legal rights, health, education, economic status, that end violence against women and enhance women's self-esteem; and coordinating programs of ZI and the club to raise awareness of status of women's issues, provide education/development to women and to publicize and raise funds for local and international projects. In addition, the committee may consider offering financial or advocacy support that align with the objects of Zonta, and keeping members informed of the accomplishments of women and the activities of local women's organizations.

Advocacy/UN Committee (current chair unfilled) - This committee supports improving the status of women and women's human rights, and advocates to influence the laws and attitudes that affect women's lives at the club, district and international levels. Responsibilities include engaging actively in advocacy activities to improve the lives of women locally; developing resources for members to be effective advocates in their communities; reporting on successful advocacy outcomes by other clubs; promoting service projects through linking of outcomes to inform about the status of women; and work in cooperation with other organizations to educate people about legal, political, economic, educational, health and professional issues which affect the lives of women and girls in their community.

2017-2018 focus: Work with Public Relations Committee to create a marketing plan for the 16 Days of Advocacy (11/25 – 12/10), using Zonta Says No materials. Get training on meeting with elected officials; follow through with at least one issue to bring to our local Representatives and publish a press release with picture. Plan at least one meeting program that covers International Service projects and/or ZISVAW projects being worked on this biennium.

Public Relations / Communications Committee (current chair Mary) – This committee promotes the Zonta image in the community through the use of positive publicity. Internal and external communications generally include newsletters, brochures and programs, flyers and posters, press releases, social media, internet updates, etc. New outreach ideas are encouraged.

2017-2018 focus: Work with all committees to identify monthly multi-media opportunities for communicating about our events, the work of ZIF, and everyday content on topics Zontians care about. Encourage members to use our club and district websites for information, and to share our social media pages with their networks.

Other Committees

Archives Committee (current chair Mage) – The objectives of this committee are to put procedures together to assess what is of value to retain; gather and organize material of historical significance for the club - arranged and listed for easy reference; and deposit them in a safe and accessible repository.

2017-2018 focus: Summarizing historical information for the district to provide to international in preparation for ZI's Centennial Anniversary. Act as an ad hoc Centennial Committee to plan events and communications to celebrate this milestone which will run from July 2018 to July 2020, with special emphasis on the actual anniversary 11/25/2019.

Scholarships Committee (current chair Dana) - The club provides two education awards annually: Jane M. Klausman Women in Business Scholarship and Young Women in Public Affairs (YWPA) Award. Based on specific timelines for each, the chairman solicits applications online, by press release and by mail to high school or college contacts. The committee selects a winner and sends the winner's application to District. The chairman introduces the winner at a club meeting when possible and presents her with a certificate and \$1000 check.

Golf Tournament Fundraiser Committee (current chair Debbie) – This committee organizes and runs the September tournament. Tasks include finding a location, negotiating fees, soliciting business sponsors (getting signs for each), advertising for players (arranging them in teams), acquiring tchotchkes / giveaways, and overseeing the successful completion of the tournament. All members assist by collecting player prizes worth \$25 or more, inviting golfers of all skill levels to play, and signing up for one or more tasks leading up to and the day of the tournament.

Poinsettia Fundraiser Committee (current chair Liz) – This committee organizes and oversees the November/December sale of Poinsettia plants. Tasks include soliciting local businesses, tracking orders, arranging delivery routes, covering plants with foil (medium vs. large). All members assist by ordering plants for themselves or to give as gifts, and volunteering to deliver to businesses when able to do so.

Silent Auction Fundraiser Committee (current chairs Trish and Dianne) This committee organizes and runs the Auction event on the first Monday of May each year. Tasks include working with the venue on logistics and food, publicizing/selling tickets and soliciting items for the auction, tracking auction items and preparing bid sheets and thank you letters, organizing and printing program, tracking guests and adding them to seating chart, decorations and gift for attendees, running the auction, and overseeing cash out is managed smoothly.

All members assist by suggesting an organization that will be a beneficiary (along with ZIF and SoliderOn), collecting auction items valued \$25 or more, inviting guests to attend, and signing up for one or more tasks leading up to, on the day of the event and follow-up.