

# 2024-2026 ZQV Board and Committee Descriptions

## Elected Positions

**President** 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** 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** 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** 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** 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** 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. Identifies future leaders and recommends development opportunities.

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## Standing Committees

**Membership Committee** (Mary Knight and Cherie Braun, Chair)

This committee is vital for the club's future and for Zonta International's growth. 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.

**Service Committee** (Mary Ann Rubis and Liz Reeves, Chairs)

This committee recommends action by the club that aligns with Zonta International's goals – hands-on and awarding of Service Grants. Duties include promoting local service projects that improve women's legal rights, health, education, and 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 the 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 aligns with the objectives of Zonta and keeping members informed of the accomplishments of women and the activities of local women's organizations.

**Advocacy Committee** (Karen Keough-Huff, Chair)

This committee supports improving women's status and human rights, including climate justice, 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.

**Public Relations / Communications Committee** (Mary Knight and Andreea Rotaru, Chairs)

This committee promotes the Zonta image in the community and supports all of the committees and program work of the club, 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.

**Scholarships Committee** (Patricia Pupek, Chair)

The club provides one education award annually to a high school student: Young Woman in Leadership; and two awards biannually to college students: Women in Business and Women in STEM. 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 the District. The chairman introduces the winner at a club meeting when possible and presents her with a certificate and cash award.

## **Fundraising - we all work on these committees, but a core group is needed for a short time**

**Golf Tournament Fundraiser Committee** (Chris Keough-Huff and Debbie Wood, Chairs)

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 on the day of the tournament.

**Poinsettia Fundraiser Committee** (Liz Reeves, Chair)

This committee organizes and oversees the November/December sale of Poinsettia plants. Tasks include soliciting local businesses, tracking orders, arranging delivery routes, and 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.

**May Calendar Raffle Committee** (OPEN)

This committee organizes and runs the Raffle event. All members assist in soliciting/collecting a total of 31 items valued at \$25 or more and emailing the name of each item and value to a point person by March 25. The point person sets up the Calendar for distribution to members by May 31<sup>st</sup>. All members assist in selling as many \$25 calendar tickets as possible and emailing the contact info of each ticket purchase to a point person by April 30<sup>th</sup>. The point person prints out the names of each ticket holder to include in a raffle jar. A team of 2-3 people share responsibility of selecting a winner each day during the month of May on a Facebook post and arranging delivery of the prize between the day's winner and the Zonta member who holds the day's prize.