

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 – depositing incoming monies into appropriate accounts and disbursing funds as directed in the approved budget. She prepares an annual budget for members to vote on each year and makes monthly reports to the board and the club.

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.

Standing Committees

Membership Committee

This committee – with feedback from members – is charged with creating and carrying out 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

This committee recommends action by the club that aligns with Zonta International's goals on improving the lives of women and girls. Primary tasks of the committee are to reach out to local nonprofits working with our target audience to identify service or advocacy needs; evaluate requests for funding (service grants)/hands-on opportunities and present proposals to members for a vote; and work with the Membership and Advocacy committees to provide members with materials for Tabling opportunities to raise awareness of the club and issues.

Advocacy Committee

This committee is charged (1) staying alert to legislation that impacts women and girls and alert members and the public on social media and letters to the editor; (2) educating themselves, members and the community in 2 or more of the following Zonta focus areas: Eliminating Violence Against Women, Climate Justice, Women in Decision-Making, and Educational Equality; and (3) planning action to support shared moments of activism with clubs around the world in at least 2 of the following occasions: March 8 International Women's Day, April 22 Earth Day, October 11 International Day of the Girl Child, and November 25 – December 10 16 Days of Activism/Zonta Says No. The committee may also collaborate with the Service committee on awareness campaigns or educating the public on root causes of needs identified in the community, etc.

Public Relations / Communications Committee

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.

Education Committee

The club provides one education scholarship annually to a high school student: Young Woman in Leadership; and two awards biannually to women between 18 and 35 years of age: Women in Business Leadership and Women in STEM. Based on specific timelines for each, the committee's role is to solicit applications online, by press release, and by e-mail to high school or college contacts. The committee then reviews completed applications and selects a winner; the winner's application is forwarded to the District 1 Education Chairperson for consideration as the District's entry to Zonta International for additional awards. The award winner is introduced at a club meeting when possible and is presented 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

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

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

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 the committee by March 25 (tracked on an Excel spreadsheet). The committee sets up the Calendar for distribution to members by May 31st. All members assist in selling as many \$25 calendar tickets as possible and emailing the contact info of each ticket purchase to the committee by April 30th. (tracked on an Excel spreadsheet). The committee selects a method to draw a winner each day during the month of May, posts the winner's name and a Zonta Fact on Facebook, and arranges delivery of the prize between the day's winner and the Zonta member who holds the day's prize.