

## **CALENDAR FOR CLUB PRESIDENTS**

### **SUGGESTED MONTHLY ACTIVITIES**

#### **June/July**

**Submit Jane M. Klausman Women in Business Scholarship by July 1 to D10.**

Hold board planning meeting to determine club goals, budget, committee chairs.

Establish signatures for banking accounts if new treasurer.

Prepare the club calendar.

Update membership directory.

Schedule new member orientation.

Submit committee chairs to D10 Board.

#### **August**

Begin preparing for Governor's Summit or District Conference.

Determine delegates in odd years for District Conference (number based on membership as of August 15).

Receive the Call to Conference or Summit.

#### **September**

Vote on delegates for District Conference in odd years.

Complete forms in president's packet and submit by deadline dates for D10 Conference.

Note: September 8, International Literacy Day; September 21, International Day of Peace

#### **October**

Attend Governor's Summit or District 10 Conference.

File IRS Form 990, if required, by October 15.

Note: United Nations Day, October 24

#### **November**

Celebrate Zonta's birthday, November 8.

Note: November 25, International Day for Elimination of Violence Against Women

Participate in the 16 Days of Activism: November 25—December 10.

## December

Enjoy a club social (if suitable for your club).

Note: International Human Rights Day, December 10

## January

Recognize Amelia Earhart Day, January 11.

Schedule Amelia Earhart activities during the month (often a speaker at club meeting related to field).

Be aware of deadlines for District 10 and Zonta International Scholarships/Awards (Information and applications at [www.zontadistrict10.org](http://www.zontadistrict10.org)).

Note:

District 10 ROSE Award—Application due March

District 10 STEM Scholarship—Application due April 1

District 10 Sara Metcalf Award—Application due April 1

District 10 Young Women in Public Affairs Award—Application due April 1

District 10 Jane M. Klausman Women in Business—Application due July 1

## February

**Secure a slate of candidates** for the next Zonta year by your current nominating committee (two or three members, with none serving on current board). The slate should have nominees for President, possibly President-elect, Vice-president, Treasurer, Secretary, at least two directors, and two or three members to serve as the nominating committee for the following year.

Note: **D10 Rose Award application due March 1**

**Be aware of when your Area Meeting will be held and make plans to attend. (March, April, or May)**

## March

**Present slate of candidates** for the board and nominating committee to the club.

Note: Zonta Rose Day and International Women's Day, March 8

Distribute club membership dues notices.

Note: **D10 STEM application due, April 1; D10 Sara Metcalf application due, April 1; YWPA Award application due April 1**

## **April**

**Elect board officers** and nominating committee.

**Collect dues by April 30.**

Elect club delegates to ZI Convention in even years. (Delegates allotted determined by membership as of March 1.)

Note: Equal Pay Day, Second Tuesday in April

## **May**

**Install newly elected board.**

**Submit dues to District 10 and Zonta International by May 31.** Clubs whose dues are not submitted to the D10 Treasurer with a postmark before June 1 will be considered clubs not in good standing and will lose voting rights and candidate nominations for upcoming D10 Conference in odd years.

Prepare and submit your annual reports to District 10.

Ensure the club delegate (s), alternate (s) or proxy is reported to ZI in Convention years.

Prepare for Convention in even years by discussing ZI bylaw amendment proposals, programs, candidates, etc.

### **Other general duties:**

- ❖ Attend Area Meetings, District Conference/Governor's Summits, and ZI Convention (as funds allow).
- ❖ Keep club informed of local and international projects.
- ❖ Provide Area Director and Governor with reports.
- ❖ Provide all club members with the following: club by-laws (reviewed and realigned with those of ZI after ZI Convention in even years; list of club members/addresses; list of board members and committee chairs; list of club meetings; list of events/fundraisers

**Please, note that we are an international organization with service projects that ZI supports around the world. As such, clubs are strongly encouraged to devote one-third of their services monies to Zonta International Foundation.**