



**ZONTA
INTERNATIONAL**

DISTRICT 22 | AREA 2

**EMPOWERING WOMEN
THROUGH SERVICE & ADVOCACY**

Area Director's Manual



Preface

This manual was developed by Jan Landsberg, Area 2 Director 2014 – 2016, for the benefit of the incoming Area 2 Director 2016 - 2018. Any duties, responsibilities or statements in conflict with official Zonta International manuals or policies are unintentional. In all cases of a conflict of statements, the official Zonta International documents supersede the Area 2 Director's Manual.

Parts of this manual have been taken from the Zonta Club Manual (March 2014), the Zonta District Manual (January 2015) and the Zonta International Governing Documents 2014. Zonta International manuals and Governing Documents should be consulted for the full text of those parts or for further information. I also wish to acknowledge reference to Zonta District 1 Area Director's Manual 2013. I have also included suggestions from my own experience.

(The use of the female pronouns, is also meant to be interchanged with the male pronoun)

Area 2 Clubs include:

- Zonta Club of Bundaberg Inc.
- Zonta Club of Gladstone Inc.
- Zonta Club of Gympie Inc. (Closing April 2016)
- Zonta Club of Hervey Bay Inc.
- Zonta Club of Longreach Inc.
- Zonta Club of Maryborough Inc.
- Zonta Club of Rockhampton Inc.

AREA DIRECTOR

The role of the Area Director is to administer the affairs of a specific Area within the District. The Area Director is elected by members of clubs in Area 2, at the District Conference in the odd-numbered year of the biennium before the Convention at which she or he takes office (or, at the option of the District, at the Area meeting to be held prior to the Convention) and holds office for two years or until a successor takes office.

1. Function

- a. The Area 2 Director reports to the District 22 Governor;
- b. Serves as a liaison between the District Board and local Area 2 Clubs;
- c. Administers the affairs of Area 2 within District 22; and
- d. Supports the policies and programs of Zonta International at all levels.

2. Qualifications

The Zonta International Bylaws, Article XIII, Section 6(a) suggest all of the following conditions must be met:

- a. Be a classified member of a club
- b. Have served at least two years in an elected Club office and/or have been a District Committee chairman
- c. Have served at least one year as a Club President
- d. Be a member of one of the Clubs in Area 2.
- e. Shall hold no other elective position at District level.

In addition, the Area Director needs to be able and willing to familiarize herself with and keep up to date with any changes to, the District Manual, District 22 Rules of Procedure, Zonta International Governing Documents, Zonta International Protocol Manual, the Marian de Forest Membership Manual and Zonta International programs, policies and procedures. She should have these resources accessible at Club, Area and District meetings.

3. Responsibilities

1. *Act as a liaison between the Clubs in the Area 2 and the District 22 Board*

a. *Maintains contact with club presidents and supports clubs*

- Establish contact and communication with club presidents early in your term, so that they are likely to feel comfortable reaching out to you when they need assistance or have questions. Be proactive in making contact.
- Be a mentor to and maintain contact with Club Presidents and support Clubs as needed.
- Follow up with club presidents about outcomes from the Convention and flag any club bylaws etc which need changing.
- Circulate information from District 22 Governor and Zonta International to all Club Presidents and Secretaries, in a timely fashion.
- Communicate with clubs through an Area Director newsletter (at least annually) and by email, phone calls, skype and other appropriate means. Discuss issues that arise and assist in finding resources and solutions.
- Ensure contacts are on your tablet and/or phone, so you can keep in touch and forward information in a timely fashion, when away from home
- Follow club Facebook pages & other social media, like & comment. Currently Gladstone, Bundaberg, Maryborough, Hervey Bay & Rockhampton have Club Facebook pages. Read newsletters (clubs should know to send these to AD, but if you don't receive copies – ask) and posts on club pages of District 22 website. Publish periodic articles on Area section of District website etc and congratulate for jobs well done, etc.
- Encourage attendance at and recap news from Area Meetings, Conferences and Convention

- Mentor and look for future candidates for Area and District officers
- Keep informed; members might lose confidence if the Area Director never knows the answer. But don't be reluctant to say, "I don't know" if you don't. Find the answer and respond to the question in a timely fashion. I found that presidents seemed more willing to contact me with queries, after I had listened to problems and been able to assist them. This confidence took a little while to establish.
- Many of the clubs in Area 2 have had a fair amount of member turnover, hence much Zonta knowledge has been lost, so you are likely to get questions on a wide range of topics. Be aware that members are often not clear on some of the basics of Zonta and different clubs can operate in quite different ways.

b. *Compile the Area 2 Directory with details of key office bearers in each club.*

- Complete the Area 2 Directory early in Zonta year and send to District 22 webmaster Ros Kinder roskind@bigpond.net.au to post on District 22 website
- Circulate to all club presidents and secretaries
- Monitor regularly for any position changes and update directory

c. *Plans and conducts President and Board Officer training for Boards and Committee Chairs*

- Organizes and conducts annually (either by individual club or combined) training sessions for presidents, boards and committee chairs
- Ensures that presidents have copies of all relevant current Zonta documents – ZI Governing Documents, Zonta Club Manual, Protocol Manual and Membership Manual and that the Club Bylaws have been adopted and are periodically reviewed.
- Refer presidents to the District 22 calendar, highlight important dates. Encourage them to develop their own calendars.
- Be sure the Club President knows that you will need the Club Annual Report in a timely fashion by May 31st.

d. *Area 2 Clubs*

• *Established Clubs*

- Visit established Clubs in the Area at least once during the biennium, and more often as needed. I visited all clubs, except Longreach, more than once. This included visits for training and celebrations.
- The Area Director's visit should be scheduled for a regular business meeting. The Area Director should present a program relevant to both Zonta and the Club being visited.
- The Club President may be able to suggest a topic or issue of particular interest to membership
- If requested, install new officers or induct new members
- Attend for special celebrations e.g. significant club anniversaries. A number of clubs have recently had significant anniversaries, so should not be any in the near future.

- **New Clubs**
 - New Clubs in the assigned Area should be visited within ninety days of the Club's chartering. Thereafter, visits at least once (preferably twice) a year.
 - Review the Club and Board meetings minutes for each new Club during its first year, and provide highlights to the Governor and the chairperson of the sponsoring Organizing and Mentoring Committee

- **Clubs of Concern**
 - Cooperate with the Lieutenant Governor about Club membership matters. If a Club does not extend an invitation, it is the Area Director's responsibility to arrange a Club visit.
 - Stay informed about Clubs with low membership, internal conflicts or other problems. Keep the Governor and District Board apprised and work with them to assist Clubs in resolving problems. Get advanced notification if a Club intends to disband and work with the Club to try and avoid disbandment.
 - The Zonta Club of Gympie is closing in April 2016. Hopefully all will be finalised this biennium, but follow up may need attending to, to ensure that all is finalised.

2. **Plans and Conducts Area 2 Meetings**

- Area Meetings are held annually, in conjunction with a local host club.
- Clubs host the Area Meeting in rotation. 2017 will be the turn of the Zonta Club of Maryborough (they have agreed to this) and 2018 the Zonta Club of Rockhampton.

Overview

- Area meetings are held to promote the objects and programs of Zonta International. They are essentially planning and training seminars intended to provide instruction on Club procedure and discussion of Club activities. It is expected that leadership training also be provided. Programs should be arranged to offer practical suggestions and assistance to the Clubs in planning their own programs and carrying out their own projects.
- Area 2 meetings are weekend events. They must be held at least once a year in each Area, preferably during the months of February, March, April or May. As the District Governor attends all five Area Meetings, dates need to be coordinated across the District, as well as obviously with the host club.
- These meetings are planned by the Area Director, who is the presiding officer, with the assistance of a Host Club. The theme for the Area Meeting and certain content is dictated by the District and ZI.
- Area meetings are fully supported through a registration fee. This fee does not include the travel expense of the Area Director and the District representatives. The District Governor will always attend and if possible other District Officers. Their travel expenses will be paid by the District.
- The Host Club is responsible, upon request of the Area Director, for securing a venue for the meeting, meals, one or two local guest speakers, registration and suitable overnight

accommodations for those members who may need them. The Area Director undertakes evaluation of the Area Meeting and reports to the District Board at the conclusion of each Area meeting. Evaluation and report formats are available in the Zonta District Manual.

See attached document – “*Planning Area Meetings – Information for Host Clubs*”. This was written to assist the Gladstone Club as they had many new members and hence little experience with hosting or even attending Area Meetings.

3. Member of the District 22 Board

- Attend and vote at meetings of the District Board
- Represent the designated Area Clubs’ interest to the District Board and inform clubs of the outcomes of District Board meetings and Conferences
- Keep Governor and District Board informed of Area activities and any concerns that need to be addressed.
- Participate in formulating policies and procedures for the District within the guidelines of Zonta International.
- Attend, participate in, and vote at the District 22 Conference. (see information on District Conference)

District 22 Board Meetings

1. Schedule

a. The first meeting a new Area Director is required to attend is the District Board meeting that includes incoming and outgoing Board members. This meeting will be held the weekend of May 14 -15 2016. It is one of the most important meetings for the incoming Board, as it gives them an opportunity to become acquainted with each other and to discuss their duties and responsibilities.

b. The number of District Board meetings per biennium is specified in the “DROP”, the District 22 Rules of Procedure. Dates and venue will be advised by the District Governor and listed in the District 22 Calendar. Meetings are usually all day Saturday and Sunday morning. Most board meetings are held in Brisbane and meetings are held at the District Conference. There are at least two board teleconferences. Extra teleconferences can be scheduled for specific issues. Dates this biennium have been August 2014, November 2014, February 2015 (teleconference – mainly Area Meeting issues), June 2015, October 2015 (at District Conference), November 2015, February 2016 (teleconference – mainly Area Meeting issues) and May 2016.

2. Procedure

a. Prior to the District Board meeting, the Governor sends out the agenda, meeting location, maps and other necessary information and instructions.

b. The Area Director should make their own travel and accommodation reservations.

c. Area Directors are to forward a report to the DG, with copies to all other board members, summarizing their activities in their Area prior to the meeting. The report format will be provided by the DG.

4. Attend and participate in District 22 Conference

1. *District Board Meeting*

The Board meets the Friday before and immediately after adjournment on Sunday. The Sunday meeting is usually short; its purpose is to critique the Conference with the International Representative and the Conference chairman. Other items may be discussed according to the Governor's agenda. With the new company structure, an AGM will also need to be scheduled.

2. *Reservations*

Hotel reservations for Area Directors are handled by the District, but you should make your own travel bookings and register.

3. *Expenses*

All expenses are paid by the District with the exception of optional special events, non-scheduled meals, and liquor which are the responsibility of individual Board members. The District will make arrangements for and pay for a shared room. Refer to the District 22 Rules of Procedure for additional information

4. *Area Reports for Conference Program Book*

Each Area Director will prepare an Area report for the program book as directed by the Governor.

5. *Area Meeting*

Area Directors may conduct an Area meeting for the members of their Area at the District Conference. Topics for discussion may include, but are not limited to, items discussed at the District Board meeting and topics of general concern to the Area.

6. *Awards*

The Board and the Governor will decide in advance if awards are to be given and the criteria to be used in determining the recipients. The Governor may direct the Area Directors to select the recipients from their Areas. Certificates and any other awards are provided by the Governor. The Governor will determine who will present the awards.

7. *Special Assignments*

The Governor may ask an Area Director to present or be responsible for some part of the Conference program. Often you are required to put or second a motion.

8. *Seating*

Seating arrangements for each business session of the Conference are determined by the Governor. District Board members should sit at the front.

5. Resources

- *Provided by the District:*
 - District 22 Expense Reimbursement Form (Provided by the District Treasurer)
 - District 22 Report forms (AD Activity Report submitted prior to each Board meeting – format provided by DG, Area Meeting Report – format in District Manual, Conference Report – format advised. Other reports advised by DG or ZI)
 - Copy of the DROP – District 22 Rules of Procedure

- *Furnished by Previous Area 2 Director:*
 - Area 2 Banner
 - Relevant records and reports from previous biennium.

6. Reimbursement Guidelines

The District Treasurer will supply you with an expense claim form. Expenses must be itemized with receipts attached, and submitted to the District Treasurer, who then gains approval from the District Governor.

Reimbursable Expenses

- There is an Area 2 budget in the District 22 budget.
 - Travel and accommodation is usually booked by the Area Director.
 - Reimbursable expenses shall include travel to Board meetings and Club visits.
 - At club visits, the club will normally pay for the Area Director's meal at a club meeting
 - Area Meeting registration, travel and accommodation expenses.
 - Conference registration and hotel rooms (1/2 of double occupancy) will be paid by the District Conference funds. Booked by the District.
 - Refer to the District 22 Rules of Procedure for additional information on Reimbursement Guidelines.

7. Issues for 2016 - 2018 Biennium

- Implementation of new company structure
- Planning for proposed 2019 combined District 16, 22, 23 & 24 Conference
- Zonta International centenary 2019 celebration planning