

Archives Committee Month by Month Responsibilities

1. The Master file of minutes of the Board and business meeting(s), the Annual Reports, Newsletters and scrapbooks, along with awards, citations, and other historical data of the Club is maintained in the Club's Archives, which are located in the Local History Section, Main Branch, of the Toledo Lucas County Public Library. The Archives Committee is responsible for the upkeep of these records.
2. The Archives Chair keeps a set of Board and business meeting minutes. The Archives Chair shall be responsible for the transfer of the current year's Official Minutes to the master file along with the related newsletters and Annual Report.
3. An inventory of Zonta property kept in the Archives is maintained by the Archives Chair, with one copy of the inventory in the Secretary's book, one copy in the President's files, and one copy in one of the cartons in the Archives.
4. The Archives Chair prepares a scrapbook of the current year. Each year, the book for the previous year shall be given to the Toledo Lucas County Public Library for inclusion in the Club's Archives.

Chair (Vice President of club): Sandra Frisch

Board Rep: Sandra Frisch

Members: Cynthia Thurston

<u>Month</u>	<u>Responsibilities</u>
September	File board meeting minutes, business meeting minutes, newsletter – other additional information
October	File board meeting minutes, business meeting minutes, newsletter – other additional information
November	File board meeting minutes, business meeting minutes, newsletter – other additional information
December	File board meeting minutes, business meeting minutes, newsletter – other additional information
January	File board meeting minutes, business meeting minutes, newsletter – other additional information
February	File board meeting minutes, business meeting minutes, newsletter – other additional information
March	File board meeting minutes, business meeting minutes, newsletter – other additional information
April	File board meeting minutes, business meeting minutes, newsletter – other additional information
May	File board meeting minutes, business meeting minutes, newsletter – other additional information Prepare scrapbook of the current year
June	File archives – see above

Attendance and Hostess Committee Month by Month Responsibilities

1. The Attendance and Hostess Committee is responsible for room arrangements at each Business and Program Meeting. The Committee greets members and guests, asks each member and guest to sign in, and collects luncheon fees from or on behalf of guests.
2. The Committee is responsible for designing appropriate nametags for members for use at Business and Program Meetings, and for collecting and storing nametags after such meetings.
3. The Committee reports on the number of members and guests in attendance to the Chair of the Meeting, when called upon.
4. The Committee receives and records attendance reports from other Club committees.
5. The Committee, working with the Assistant Secretary-Treasurer, maintains records that indicate whether members have satisfied the attendance requirements set forth in the Club Bylaws. The Committee makes periodic reports to the Board pertaining to these records.
6. The Committee should telephone each member who fails to meet the Club attendance requirements. If the member fails to correct the problem the succeeding month, then the Committee shall submit to the Board the names of such member for further action.
7. Holiday remembrances may be presented to the serving staff members who assist us at our regular luncheon meetings. The Committee may purchase cards and/or arrange for the Treasurer to issue checks payable to each serving staff member; the President will present the cards and checks, if any, at the last program meeting in December.

Chair: Cindy Redman

Board Representative: Cynthia Thurston

Members: Helen Nostrant, Lisa McDuffie, Marion Fitkin, Nancy Bucher, Shawn Sansbury-Townsend, Betty Koppus, Marianne Burton

<u>Month</u>	<u>Responsibilities</u>
September - June	Meet, greet, sign, nametags, collect \$, report Maintain attendance requirements (business and program meetings, board meetings and committee meetings) and report to board Telephone members who fail to meet club attendance requirements
November	Determine if the Program meeting with the Governor will need to be in a different room
December	Determine if the Program meeting needs to be in a different room

Bulletin Committee Month by Month Responsibilities

1. The Bulletin Committee publishes the Club newsletters from September through June of each Club year, promoting and communicating the positive image and ongoing and long range activities of the Club.
2. The Committee solicits and collects news and items of interest for publication in the Club's newsletter/bulletin. The Committee edits these materials and makes arrangements for the set-up, proof reading and printing of the newsletter. The newsletter is customarily published 10 times per year, and the time frame for the distribution of these issues shall best support the on-going needs of the Club.
3. The Committee maintains an up-to-date mailing list for the newsletter, that includes: 1) members, 2) Area Presidents, 3) District V Board Members, 4) the Zonta International office, 5) International President, 6) Friendship Club(s) as assigned by International every 2 years, 7) Former members who have paid for Bulletins, and/or others who have special arrangements with the Club to receive the Bulletin.
4. The Committee maintains and transmits expense records and invoices to the Treasurer, and operates the newsletter publication in accordance with budgetary constraints.

Chair: Lyn Ritter

Board Rep: Maureen Stevens

Web site: Claire Kirsner

Distribution Manager: Salli Bollin

<u>Month</u>	<u>Responsibilities</u>	<u>Comments/Date</u>
September	Prepare and disseminate newsletter by the 25th	Solicit for next month
October	Prepare and disseminate newsletter by the 25th	Solicit for next month
November	Prepare and disseminate newsletter by the 25th	Solicit for next month
December	Prepare and disseminate newsletter by the 25th	Solicit for next month
January	Prepare and disseminate newsletter by the 25th	Solicit for next month
February	Prepare and disseminate newsletter by the 25th	Solicit for next month
March	Prepare and disseminate newsletter by the 25th	Solicit for next month
April	Prepare and disseminate newsletter by the 25th	Solicit for next month
May	Prepare and disseminate newsletter by the 25th	Solicit for next month
June	Prepare and disseminate newsletter by the 25th	Solicit for next month

Fellowship Committee Month by Month Responsibilities

1. The Fellowship Committee uses its best efforts to keep current on personal and fellowship news of members. The Committee may contact Club members by telephone regarding significant events. The Committee makes a report on fellowship news at Club meetings as appropriate.

2. In the discretion of the Committee Chair, the Committee sends a yellow rose to a member in time of sickness, birth, death, or other significant event.

Chair: Susan Strup

Board Representative: Cythia Thurston

Members: Helen Nostrant, Kathryn Fell, Judy Schnorf

<u>Month</u>	<u>Responsibilities</u>	<u>Comments/Date</u>
September	Solicit and report fellowship news	Send yellow roses if necessary
October	Solicit and report fellowship news	Send yellow roses if necessary
November	Solicit and report fellowship news	Send yellow roses if necessary
December	Solicit and report fellowship news	Send yellow roses if necessary
January	Solicit and report fellowship news	Send yellow roses if necessary
February	Solicit and report fellowship news	Send yellow roses if necessary
March	Solicit and report fellowship news	Send yellow roses if necessary
April	Solicit and report fellowship news	Send yellow roses if necessary
May	Solicit and report fellowship news	Send yellow roses if necessary
June	Solicit and report fellowship news	Send yellow roses if necessary

Finance Committee Month by Month Responsibilities

1. The Finance Committee prepares and submits a draft budget for the succeeding Club year, which is presented to the Board and Club at the April meetings.
2. The Committee recommends one or more Club members to serve as auditors of the Club's financial records. (This recommendation is presented at the April Board meeting.)
3. The Committee prepares and submits a final budget no later than the September Board and Business meetings, and subsequently reports to the Board periodically on achievement of budgetary goals throughout the year.
4. The Committee advises and consults with the Treasurer on matters of recordkeeping.
5. The Committee recommends any changes in the Club's procedures that may be necessary or desirable as a result of any change in District or International Bylaws or policies.
6. As part of the annual budget process, the Finance Committee recommends to the Club Membership, for approval, the amount and sources (including, without limitation, the Club's General Fund and/or the Service Fund) of monies to be contributed by the Club in the next fiscal year to The Zonta Club of Toledo I Service Foundation (the "Foundation"), including the portion of monies to be allocated from each source.

Chair: Linda Phillips

Board Rep: Lynda Dolgin-Duda

Members: Ann Hartman, Stefanie Spieth, Terri Lee, Betty Koppus, Mary Jo Bukowski

Month	Responsibilities
September	Prepare and submit final budget no later than the September Board and Business meetings – needs to be presented to Board at August board meeting Report on budget at board and business meetings
October	Report on budget at board and business meetings
November	Report on budget at board and business meetings
December	Report on budget at board and business meetings
January	Report on budget at board and business meetings
February	Report on budget at board and business meetings
March	Present draft budget at board meeting
April	Present draft budget at club meeting Present recommendation of club members to serve as auditors at April Board meeting
May	Recommends approval the amount and sources to be contributed to Service Foundation
June	Report on budget at board and business meetings

Fundraising Committee Month by Month Responsibilities

1. The Fund Raising Committee develops and coordinates events that are consistent with the Club's Long-Range Plan and the fund-raising goals set forth in the current year's budget.
2. The Committee uses its best efforts to develop and coordinate at least one major fund-raising event in conjunction with the Golden Grant, or major service project of the Club.
3. By the October meeting, The Committee reports to the Board and to the Club on its planned activities.

Chair: Roxanne King, Chair

Board Rep: Linnie Willis

Members: Lynda Dolgin-Duda, Megan Malczewski, Terri Lee, Sandra Seiple, Maureen Stevens

(Sandra Seiple has a specific fundraising trip that she would like to be responsible for this year.)

<u>Month</u>	<u>Responsibilities</u>
October	Present to Board and to the Club on planned activities
October – June	Implement fundraising activities

International Relations Committee Month by Month Responsibilities

1. The International Relations/U.N. Committee keeps abreast of International Service Projects and, from time to time, informs Club members as to the status of such projects.
2. The Committee makes recommendations to the Allocations Service Committee as to the appropriate distribution of service funds earmarked for International projects.
3. The Committee is responsible for one program each year, concerning international issues. This program is normally scheduled in October to coincide with United Nations Day.
4. The Committee may select and transmit books for the Newberry/Caldecott program with Japan (usually shipped in January).
5. The Committee should use its best efforts to investigate the possibility of sponsoring Zonta Clubs in other countries in accordance with International guidelines.
6. The Committee should consider and, if practical, sponsor the “Great Decisions” study group for club members.
7. The Committee corresponds with “Friendship Club(s)” as designated by International (these clubs are designated every two years).
8. The Committee interfaces with the District Service Committee to help develop a focus for internationally related service.

Chair: Ardenia Jones

Board Rep: Pam Myers

Members: Amira Gohara, Ginny Schlicher, Holly Hoagland-Fojtik

<u>Month</u>	<u>Responsibilities</u>
September	Inform Club of International Service Projects/Recommends funds for International
October	Responsible for program to coincide with United Nations Day Inform Club of International Service Projects/Recommends funds for International
November	Inform Club of International Service Projects/Recommends funds for International
December	Inform Club of International Service Projects/Recommends funds for International
January	Select and transmit books for the Newberry/Cadecott program in Japan – May want to do something different this year Inform Club of International Service Projects/Recommends funds for International
February	Inform Club of International Service Projects/Recommends funds for International
March	Inform Club of International Service Projects/Recommends funds for International
April	Inform Club of International Service Projects/Recommends funds for International
May	Inform Club of International Service Projects/Recommends funds for International
June	Inform Club of International Service Projects/Recommends funds for International

Membership and Roster Committee Month by Month Responsibilities

1. The Membership Committee searches for prospective new members who satisfy the Club's membership criteria, and encourages each Club member to recommend prospective members to the Committee.
2. The Committee maintains records as to each member's classification under the Marion DeForest classification system of Zonta International, and uses its best efforts to ensure that the Club maintains the diversity of membership required by Zonta International.
3. The Committee reviews each recommendation of a prospective member and determines whether such prospective member satisfies the Club's membership criteria. The name of each prospective member who is approved by the Committee shall be submitted to the Club's Board for approval. The Committee then posts the name(s) of each prospective member who is approved by the Board on the bulletin board at a Club meeting. If no objection is raised by a Club member within seven (7) days, the Committee mails an invitation to each such prospective member to attend a meeting with the Committee (or select member(s) and the prospective member's spouse).
The meeting with the prospective new member may be held with several prospects or individually. At the meeting, the prospect should be informed about the Club and Zonta International. The prospect should leave the meeting with a membership card and a stamped envelope addressed to the Membership Chair or other designated Committee member. The prospect may be asked to pay the \$45 initiation fee upon returning the card.
4. New members may be initiated at any Business Meeting. The Committee Chair or other designated committee member conducts the ceremony in accordance with Zonta International's Manual of Procedures.
5. An enameled gold-plated Zonta pin and yellow rose is presented to each new member as part of the ceremony for "Receiving the New Members." The Committee obtains the supply of these items.
6. The Committee, in consultation with the Assistant Secretary-Treasurer, maintains current records of the names, addresses, telephone numbers, and offices or committee chairs held within the Club, the District, or International.
7. The Committee publishes a roster and distributes that roster in September of each year. Retired members are listed in the Roster as "Former" with their prior title and classification. The address and telephone number of the former place of employment shall be omitted. As possible, "FAX" numbers will be added.
8. The Committee recommends and implements procedures to encourage membership "retention" within the Club.

Chair: Pat Scharf

Board Rep: Emilie Owens

Roster: Jan Shearer

Members: Billie Johnson, Cynthia Drause, Julie Kuney, Nancy Below, Jane Eley, Julie Kuney, Nancy Below, Louise Fought, Claire Kirsner

<u>Month</u>	<u>Responsibilities</u>
September - June	Recommend any new members to board and then the club. Initiation of any new board members. Publish roster in September

Nominating Committee Month by Month Responsibilities

The Club's Bylaws require as follows at **Article IX, Section 2:**

“Section 2. Elections. The Nominating Committee shall submit its report of the slate of Officers and Directors and one Trustee-nominee for the Foundation at the March business meeting. Additional nominations may be made from the floor with the nominee's consent. Elections for Officers and Directors and for the Trustee shall be at the April business meeting. Officers and Directors shall be installed at a meeting in May. The Trustee shall take office on June 1, following his or her election.”

The Club's Bylaws require as follows at **Article X, Sections 1-5:**

“Section 1. How Constituted. [At the February business meeting, the Club shall elect its Nominating Committee of at least five (5) members for the next year. Nominations shall be made from the floor by Club members who shall have obtained the nominee's consent prior to nomination.]

“Section 2. Election. If nominees are unopposed, a voice vote may be taken and committee members may select their own Chair. If elected by ballot vote, the designated number of committee nominees receiving the highest number of votes shall constitute the Nominating Committee. The member receiving the highest number of votes shall be Chair of the Nominating Committee.

“Section 3. Vacancies. Vacancies in the Nominating Committee shall be filled by the Club Board.

“Section 4. Duties. It shall be the duty of the Nominating Committee to nominate a slate of Officers and Directors for the Club annually in accordance with Article VII of the Bylaws, Trustees for the Zonta Club of Toledo I Foundation (the “Foundation”) (one to be elected annually for a three-year term and others to be elected to fill any vacancies which may arise), and such delegates to International Conventions and District Conferences as are provided for in these Bylaws. The Nominating committee shall obtain the prior consent of each nominee. In nominating any Trustee for the Foundation, the Committee shall assure that of the three elected Trustees, one shall always be a Past President of the Club.

“Section 5. Report of the Committee. The Committee shall report the slate of Officers and Directors and the Trustee-nominee for the Foundation at the March business meeting.”

In addition, operating procedures include:

1. The Nominating Committee nominates delegates for International Convention as provided by the Bylaws of Zonta.
2. The Nominating Committee recommends allocation of designated conference and convention funds.
3. The Nominating Committee shall, at the September Board and Business Meetings, recommend three delegates and three alternates to represent the Club at the District Conference. The recommendations shall be printed in the September Bulletin.

Members: Jan Shearer, Pat Scharf

Month	Responsibilities
September	The Nominating Committee shall, at the September Board and Business Meetings, recommend three delegates and three alternates to represent the Club at the District Conference. The recommendations shall be printed in the September Bulletin.
October	
November	
December	
January	
February	At the February business meeting, the Club shall elect its Nominating Committee of at least five (5) members for the next year. Nominations shall be made from the floor by Club members who shall have obtained the nominee's consent prior to nomination.]
March	The Nominating Committee shall submit its report of the slate of Officers and Directors and one Trustee-nominee for the Foundation at the March business meeting.
April	Elections for Officers and Directors and for the Trustee shall be at the April business meeting.
May	Officers and Directors shall be installed at a meeting in May
June	

Personal Service Committee Month by Month Responsibilities

1. The Personal Service Committee shall investigate ideas and serve as a “steering committee” for personal service projects involving Club and Z-Club members, and solicit recommendations from Club members for such projects. It is recommended that the Committee especially focus on needs related to the Golden Grant or major service project(s) of the Club.

2. The Committee provides advice to the Allocations Service Committee as to the selection of a service theme for the Club’s Golden Grant, and actively interfaces with that committee to facilitate comprehensive implementation of club service commitments.

<u>Month</u>	<u>Responsibilities</u>	<u>Comments/Date</u>
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		

Program, Public Relations, Amelia Earhart Committee Month by Month Responsibilities

1. The Program, Public Relations, and Amelia Earhart Committee are responsible for the programs at each Club, Program meeting that are not otherwise the responsibility of a Club Committee.
2. The Committee uses its best efforts to develop programs that are consistent with the Club's Long-Range Plan.
3. The January Program is devoted to the Amelia Earhart theme. The Committee may plan a special lunch menu, speaker(s), or plan other special activities for such meeting. Throughout the year, the Committee promotes interest in the Amelia Earhart Fellowship Fund.
4. The Committee develops, maintains and utilizes a system for informing local news media of important Club events, helping to promote the image of the Club in the local community.
5. The Committee makes recommendations and takes subsequent action to promote the activities of the Club to International and others.

Chair: Gayle Campbell

Board Rep: Linda Wininger

Members: Kathy Kranz, Pamela Howell-Beach, Ginny Schlicher (UN Day), Amy Borman, Sandra Frisch, Marty Kleinberg

Public Relations Committee Members: Kathryn Fell, Margaret Danziger

<u>Month</u>	<u>Responsibilities</u>
September	Program and marketing of program Speaker: Linnie Willis (Merger of ADAS and Mental Health Boards)
October	Program and marketing of program Responsible for program to coincide with United Nations Day with U.N. Committee Speaker: Ann Baker, Toledo Zoo (Nancy Bucher)
November	Program and marketing of program Speaker: Elaine Swanson, Governor (Claire Kirsner)
December	Program and marketing of program Speaker: Linda Wininger and Kathy Kranz
January	Amelia Earhart theme
February	Program and marketing of program UN Month ? I thought it was October Ginny Schlicher
March	Program and marketing of program Speaker: Dr. Jacobs (?) Sandra Frisch Zonta Rose Day is this month as well
April	Program and marketing of program Amy Borman responsible
May	Program and marketing of program Speaker: Larry Dillin (Pam Myers)

June	Service presentations
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Service Committee – Allocation Month by Month Responsibilities

1. In keeping with guidelines established by Zonta International, up to 1/3 of the Club’s service dollars may be directed to International service projects sponsored by Zonta International. Included in this total can be contributions to the Eva Mowbray fund, the Amelia Earhart fund, the International building fund, the International Foundation, and any other dollars directed towards International service projects.
2. In keeping with the Club’s Long-Range Plan, the Service committee solicits and analyzes suggestions from the Club membership as to the service theme for the Grant(s) at a designated meeting. The Committee consults with the Personal Service Committee, and may seek further advice from Club members or other knowledgeable members of the Metropolitan Toledo Community. The Committee shall keep in mind the service goals of Zonta International.
3. The Committee makes recommendations as to the proposed service theme to the Board and memberships as early as practical in the year (i.e., September).
4. The Committee may solicit proposals for the Grant(s), which are consistent with the service theme approved by the Club membership. If such a solicitation is made, it should be done as early as possible in the year, allowing approximately six weeks for responses.
5. The Committee uses its best efforts to recommend Grant nominees to the Board and Club membership by the November meetings, and to request that such nominees present their proposed project to the Club membership at the November Program Meeting.
6. The Committee uses its best efforts to submit the Grant award(s) to the vote of the club membership at the December Business Meeting.
7. The Committee shall consider the goals of the Long Range Plan in the selection of service themes, the Grant(s), etc., and may make recommendations in accordance with these goals.
8. The Committee, from time to time, considers other funding requests, submits report(s), including recommendations for funding to the Board, and presents recommendations approved by the Board to the vote of the Club membership at the next Business Meeting.
9. The Committee keeps accurate records of all service allocations.
10. The Committee requests that each funding recipient keeps such records and provide such reports as are consistent with the Long-Range Plan, and that each recipient provide promotional material that may be used in Club District, and International service displays.

Chair: Becky Spencer

Board Rep: Gayle Campbell

Members: Amira Gohara, Ann Hartman, Cindy Redman, Collette Jacobs, Holly Hoagland-Fojtik, Pam Fletcher

<u>Month</u>	<u>Responsibilities</u>	<u>Comments/Date</u>
September	Approve Zonta International Funds	Business Meeting recommendation made by the committee chairman.

October	Revise RFP/Cover Letter,	Committee meeting
November	Distribute RFP	Club Members and past grant participants receive the RFP's.
December		
January	Find out amount available for grants	Information from the Foundation Board
February	Review RFP's	Committee
March	Recommendation grants to the Club	Committee Chairman to the Club.
April	Club approves recommendation	At the business meeting.
May	Checks delivered to funded grants. Get confirmation letters signed by the group receiving the funds.	Mail or delivered by committee chairman.
June	'06 projects funded present at the program meeting.	Committee Chairman makes the contacts

Social - Intercity Committee Month by Month Responsibilities

1. The Social Committee uses its best efforts to implement the provisions of the Long-Range Plan applicable to social events.
2. The Committee prepares a working calendar of events and reports to the Board and Club at the September meetings.
3. In the event that the Committee plans a Holiday Party, the Committee should promptly make date and room arrangements as early in the Club's year as practical.
4. The Committee should ascertain from the President-Elect her preference as to the installation format, and make the necessary arrangements (including contacting other area Clubs if necessary) as early in the year as possible.
5. The Committee may promote and sponsor special interest groups, such as an investment club or bridge group.
6. The Committee uses its best efforts to include members from other area Zonta clubs in social events, when appropriate.
7. When requested by the District Governor, the committee coordinates activity(s) at the District Conference.

Chair: Deana Glover

Board Rep: Rebecca Liebes

Members: Pam Fletcher, Kathy Ulrich, Judy Schnorf

<u>Month</u>	<u>Responsibilities</u>
September	Report to Board and Club on planned activities
October	
November	
December	Holiday Party – need to secure the place as soon as date is set (Usually the first Sunday in December). Need to decide if a silent auction will take place during the holiday party and, if so, who will be responsible for the logistics for this program). If the committee would like Inverness they need to check with Kathy Ulrich ASAP
January	
February	
March	
April	
May	Installation Banquet – Work with the President-Elect on the date and where the program will take place.
June	

Status of Women (Scholarship Subcommittee) Month by Month Responsibilities

1. The Status of Women Scholarship Subcommittee accepts nominees for the Club's annual Woman of Achievement Award. After subcommittee review, the Woman of Achievement for that calendar year is selected, and the award given at the Spring Installation banquet.
2. The subcommittee also solicits and accepts applicants for the Club's annual Young Woman in Public Affairs (YWPA) and Jane Klausman (JK) scholarship recipients. After subcommittee review, these scholarships are awarded, and the award/monies given at the Spring Installation banquet.

Chair and Board Rep: Pam Myers

Members: Linda Lee, Amira Gohara, Lisa McDuffie, Nancy Bucher, Julie Kuney, Linnie Willis, Shawn Sansbury-Townsend, Mary Jo Bukowski, Pat Scharf

<u>Month</u>	<u>Responsibilities</u>	<u>Comments/Date</u>
September/October		
November	Short note to committee members to welcome them, and to give them the committee meeting schedule and timetable the committee works under. Establish March meeting date.	Complete by 11/30
December	Woman of Achievement applications available. Pull YWPA and JK applications off website, copy, prepare for mailing. Review mailing list, email lists, and verify any addresses.	Complete by the first Club meeting in December. Complete by 12/31
January	YWPA and JK applications sent out to mail and email lists.	Complete by 1/7
February	YWPA applications are due.	Complete by 2/27
March	Hold first committee meeting to review applicants and select the Club's YWPA scholarship winner. Notify YWPA winner. Invite her to reserve date for Installation banquet. District notified of Club's YWPA winner. JK applications are due. Woman of Achievement applications are due. Draft committee report due to president	Complete before 3/15 Complete by 3/31 Complete by 3/31 Complete by date requested
April	Hold second committee meeting to review JK and Woman of Achievement applicants and select the Club's JK and Woman of Achievement winners. Notify JK winner. Invite her to reserve date for Installation banquet. District notified of Club's JK winner. Woman of Achievement contacted to notify her of being selected. Invite her to Installation banquet, ask her to say a few words. Make arrangements for Woman of Achievement gift from Ann Tubbs. Call and order.	Complete by 4/10 Complete ASAP after committee meeting. Complete by 5/31 Complete ASAP after committee meeting Complete ASAP after committee meeting
May	Make sure all three award winners have received invitations to the spring Installation banquet. Follow up with them so we know how many reservations to make for dinner. Make sure each winner is assigned a "buddy" from the committee to meet/greet and then sit with at the	Complete by 5/1 Complete a week before banquet.

	banquet. Pick up or make arrangements for pick up for the Woman of Achievement Award from Ann Tubbs. Request and receive the scholarship checks for the YWPA and JK recipients. Assign a committee member to introduce each recipient at the banquet. Year end committee report due to president.	Complete a week before banquet. Complete a week before banquet. Complete a week before banquet. Complete by date requested.
June		Reviewed/revised PJM 9/4/06

Z-Club Committee Month by Month Responsibilities

1. The Z-Club Committee coordinates activities between Z-Clubs and the Club.
2. The Committee may investigate new opportunities to establish Z-Clubs or Golden Z-Clubs.
3. The Committee investigates opportunities for “mentoring” by Club members with Z-Club members

Chair: Stefanie Spieth

Board Rep: Barbara Kopp Miller

Members: Linda Lee, Marianne Burton, Marty Kleinberg

Month	Responsibilities
TBA	Waiting on other three meetings that Z-Club girls will attend
December 14, 2006	Kinship Navigator X-mas Party. Working with Dennis Thayer to get the exact time. Zonta would be volunteering to help with the event. Z-Club is one of the sponsors. Last year they did table decorations and help out at dinner. More Info to Follow.
Jan.	Z-Club to attend program. Will need volunteer drivers.
Jan.	Scholarship information sent to Dennis to be passed out to all Z-Club Senior members.
March	Scholarships due so committee can review.
March 24, 2007	Z-Club Blood Drive at St. Ursula. Have some Zonta members give blood at this event.
May 2007	Career Fair Will need Zonta Members to speak about their careers.
May 2007	Senior Projects Need Zonta members to volunteer about having interns in their business for one week.