

**President-Elect**

<u>Month</u>	<u>Responsibilities</u>
March/April	Begin picking committee chairs
April	Order Past President's pin

**President Month by Month Responsibilities  
May**

<u>Committee</u>	<u>Due Date and Responsibilities</u>
Other	<ol style="list-style-type: none"> <li>1. Present vision at installation banquet</li> <li>2. <b>Joint</b> Board meeting. Decide on dates and place</li> <li>3. Payment to ZI due June 1</li> <li>4. Past President does agenda and introductions – thanks past board members.</li> </ol>

**President Month by Month Responsibilities  
June**

<u>Committee</u>	<u>Due Date</u>	<u>Responsibilities</u>
Program/Public Relations	Business meeting	Committee Chairs to report at business meeting
Service Committee – Allocations	Program meeting	Grantees to report at program meeting Update Service donation flow-chart
Other	June Board Meeting  June June  June  June June June	<ol style="list-style-type: none"> <li>1. Outline President's goals</li> <li>2. Present Standing Committees and get approval of Board</li> <li>3. Prepare written guidelines for committee chairs</li> <li>4. Plan for summer retreat</li> <li>5. Prepare Officer and Committee Chairman packet (see #5 in Zonta President manual)</li> <li>6. World Environment Day June 5</li> <li>7. Charter Day June 26</li> <li>8. Report Chairmen to Dis. Gov, Reg. Rep., Dis. Chair, and Area Dir.</li> <li>9. Signature with Treasurer</li> <li>10. Prepare club calendar (see #5-6 in Manual)</li> <li>11. Notify Toledo Chamber of Commerce of change in Club Presidency</li> <li>12. Install new board members/officers who were not at the installation banquet</li> <li>13. Honor members who have met milestones (OMC)</li> <li>14. Notify other clubs of change of officers</li> </ol>

**President Month by Month Responsibilities  
July**

<u>Committee</u>	<u>Due Date</u>	<u>Responsibilities</u>
Membership and Roster		Plan an orientation and new member recruitment session
Other		Hold retreat

**President Month by Month Responsibilities  
August**

<u>Committee</u>	<u>Due Date</u>	<u>Responsibilities</u>
Attendance and Hostess		Check to confirm meeting
Bulletin		Submit information to newsletter Newsletter should be filled with information (conference dates, social plans, programming for the year)
Finance		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
Membership and Roster		Complete Club Roster
Nominating committee		Check with nominating committee so that they are prepared to nominate individuals for the district conference in September
Other	August	1. Check with all committee chairs that they are set for the year and understand responsibilities and dates 2. Finalize Zonta calendar 3. Prepare for September Meeting

**President Month by Month Responsibilities  
September**

<b><u>Committee</u></b>	<b><u>Due Date</u></b>	<b><u>Responsibilities</u></b>
Archives		File board meeting minutes, business meeting minutes, newsletter – other additional information
Attendance and Hostess		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
Bulletin		Solicit for next month Prepare and disseminate newsletter
Fellowship		Send yellow roses if necessary Solicit and report fellowship news
Finance		Report on budget at board and business meetings
International Relations		Inform Club of International Service Projects/Recommends funds for International projects
Membership and Roster		Recommend any new members to board and then the club. Initiation of any new board members. Publish roster in September.
Nominating Committee		The Nominating Committee shall, at the September Board and Business Meetings, recommend 2 delegates and 2 alternates to represent the Club at the District Conference. The recommendations shall be printed in the September Bulletin.
Program/Public Relations		Program and marketing of program Delegate to International give report in even years
Social and Inter-city		Report to Board and Club on planned activities
Z-Club Committee		Invite Z-Club members to program as appropriate. Inform Club of Z-Club activities.
Other/Business meeting	Business Meeting  International Literacy Day – September 8 Third Tuesday – International Day of Peace	1. Distribute Officers, Committee Chairs and membership 2. Dates of meetings 3. Delegate to international give report 4. Finalize plans for District Conference Attendance <ul style="list-style-type: none"> <li>• Service committee to present \$ given at district meeting</li> <li>• Congrats to governor – program support in conference program</li> </ul> 5. Remind treasurer to file Form 990 by 10/15 6. Firm up plans for U.N. Day – October 24th

**President Month by Month Responsibilities  
October**

<b><u>Committee</u></b>	<b><u>Due Date</u></b>	<b><u>Responsibilities</u></b>
Archives		File board meeting minutes, business meeting minutes, newsletter – other additional information
Attendance and Hostess		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
Bulletin		Solicit for next month Prepare and disseminate newsletter
Fellowship		Solicit and report fellowship news Send yellow roses if necessary
Finance		Report on budget at board and business meetings
Fund Raising		Present to Board and to the Club on planned activities
International Relations		Responsible for program to coincide with United Nations Day Inform Club of International Service Projects/Recommends funds for International projects
Membership and Roster		Recommend any new members to board and then the club. Initiation of any new board members.
Program/Public Relations		Program and marketing of program Responsible for program to coincide with United Nations Day with U.N. Committee
Z-Club Committee		Invite Z-Club members to program as appropriate. Inform Club of Z-Club activities.
Other	Business meeting  Universal Postal Union Day – October 9 Peace Corps Day – October 14 World Food Day – October 16 U.N. Day - October 24 Disarmament Week – October 24-29	Read and discuss International President’s message and theme (even years only)

**President Month by Month Responsibilities**  
**November**

<b><u>Committee</u></b>	<b><u>Due Date</u></b>	<b><u>Responsibilities</u></b>
Archives		File board meeting minutes, business meeting minutes, newsletter – other additional information
Attendance and Hostess		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
Bulletin		Prepare and disseminate newsletter Solicit for next month
Fellowship		Solicit and report fellowship news Send yellow roses if necessary
Finance		Report on budget at board and business meetings
International Relations		Inform Club of International Service Projects/Recommends funds for International projects
Membership and Roster		Recommend any new members to board and then the club. Initiation of any new board members.
Nominating Committee		Submit to International Nominating Committee individuals interested in IO and IC November solicitation December 1 due date (even years only)
Program/Public Relations		Program and marketing of program
Z-Club Committee		Invite Z-Club members to program as appropriate. Inform Club of Z-Club activities.
Other	Zonta's birthday November 8	1. Celebrate Zonta's birthday 2. Distribute Program in Action Forms to Committee Chairmen (given to club presidents at district conference)

**President Month by Month Responsibilities  
December**

<b><u>Committee</u></b>	<b><u>Due Date</u></b>	<b><u>Responsibilities</u></b>
Archives		File board meeting minutes, business meeting minutes, newsletter – other additional information
Attendance and Hostess		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
Bulletin		Prepare and disseminate newsletter Solicit for next month
Fellowship		Solicit and report fellowship news Send yellow roses if necessary
Finance		Report on budget at board and business meetings
International Relations		Inform Club of International Service Projects/Recommends funds for International projects
Membership and Roster		Recommend any new members to board and then the club. Initiation of any new board members.
Program/Public Relations		Program and marketing of program Finalize plans for Amelia Earhart Day
Social and Inter-city		Holiday Party
Z-Club Committee		Invite Z-Club members to program as appropriate. Inform Club of Z-Club activities.
Other	Human Rights Day – Dec 10 UNICEF Day – Dec 11	

**President Month by Month Responsibilities**  
**January**

<b><u>Committee</u></b>	<b><u>Due Date</u></b>	<b><u>Responsibilities</u></b>
Archives		File board meeting minutes, business meeting minutes, newsletter – other additional information
Attendance and Hostess		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
Bulletin		Prepare and disseminate newsletter Solicit for next month
Fellowship		Solicit and report fellowship news Send yellow roses if necessary
Finance		Report on budget at board and business meetings
International Relations		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 projects
Membership and Roster		Recommend any new members to board and then the club. Initiation of any new board members.
Program/Public Relations		Program and marketing of program Amelia Earhart – January 11
Service – Allocations		
Status of Women Committee		Jane Clausman and Young Women of Achievement sent out Woman of Achievement sent out
Z-Club Committee		Invite Z-Club members to program as appropriate. Inform Club of Z-Club activities.
Other		

**President Month by Month Responsibilities  
February**

<b><u>Committee</u></b>	<b><u>Due Date</u></b>	<b><u>Responsibilities</u></b>
Archives		File board meeting minutes, business meeting minutes, newsletter – other additional information
Attendance and Hostess		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
Bulletin		Prepare and disseminate newsletter Solicit for next month
Fellowship		Solicit and report fellowship news Send yellow roses if necessary
Finance		Remind Finance to finalize proposed budget for coming year for approval at March board meeting/April business meeting? Check this out.. Report on budget at board and business meetings
International Relations		Inform Club of International Service Projects/Recommends funds for International projects
Membership and Roster		Recommend any new members to board and then the club. Initiation of any new board members.
Nominating Committee	Business meeting	Present names for delegates to IC – to vote on next month 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.]
Program/Public Relations		Program and marketing of program
Service Committee – Allocations		
Status of Women Committee		
Z-Club Committee		Invite Z-Club members to program as appropriate. Inform Club of Z-Club activities.

**President Month by Month Responsibilities**  
**March**

<b><u>Committee</u></b>	<b><u>Due Date</u></b>	<b><u>Responsibilities</u></b>
Archives		File board meeting minutes, business meeting minutes, newsletter – other additional information
Attendance and Hostess		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
Bulletin		Solicit for next month Prepare and disseminate newsletter
Fellowship		Solicit and report fellowship news Send yellow roses if necessary
Finance		Report on budget at board and business meetings Present draft budget at board meeting
International Relations		Inform Club of International Service Projects/Recommends funds for International projects
Membership and Roster		Recommend any new members to board and then the club. Initiation of any new board members.
Nominating Committee	Business meeting	Elect delegates and alternatives to IC – even years only 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.
Program/Public Relations		Program and marketing of program
Service – Allocations		
Status of Women		
Z-Club Committee		Invite Z-Club members to program as appropriate. Inform Club of Z-Club activities.
Other	International Women’s day – March 8 World Maritime day – March 17 International Day for the Elimination of Racial Discrimination – March 21 World Meteorological Day – March 23	Annual reports due/Need to remind people to turn in their annual reports

**President Month by Month Responsibilities**  
**April**

<u>Committee</u>	<u>Due Date</u>	<u>Responsibilities</u>
Archives		File board meeting minutes, business meeting minutes, newsletter – other additional information
Attendance and Hostess		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
Bulletin		Prepare and disseminate newsletter Solicit for next month
Fellowship		Send yellow roses if necessary Solicit and report fellowship news
Finance	May 31  Business mtg  Board mtg	Prepare and confirm that committee has provided for an annual audit of Club's books for the fiscal year ending May 31 Dues billing to membership Present draft budget at club meeting Present recommendation of club members to serve as auditors at April Board meeting
International Relations		Inform Club of International Service Projects/Recommends funds for International projects
Membership and Roster		Recommend any new members to board and then the club. Initiation of any new board members.
Nominating Committee	Business meeting	Elections for Officers and Directors and for the Trustee shall be at the April business meeting.
Program/Public Relations		Program and marketing of program
Service – Allocations		
Status of Women Committee		
Z-Club Committee		Invite Z-Club members to program as appropriate. Inform Club of Z-Club activities.
Other	Business meeting  World Health Day – April 7	Prepare written report covering the year's activities to present to club. Receive officer's and chair's oral reports to club

**President Month by Month Responsibilities**  
**May**

**Past President does agenda for board meeting and does introductions – thanks past board members with a gift and hands the meeting over to the new President**

<u>Committee</u>	<u>Due Date</u>	<u>Responsibilities</u>
Archives		File board meeting minutes, business meeting minutes, newsletter – other additional information
Attendance and Hostess		Meet, greet, sign, nametags, collect \$, report Maintain attendance requirements (business and program meetings, board meetings and committee meetings) and report to board
Bulletin		Prepare and disseminate newsletter Solicit for next month
Fellowship		Solicit and report fellowship news Send yellow roses if necessary
Finance		Recommends approval the amount and sources to be contributed to Service Foundation
International Relations		Inform Club of International Service Projects/Recommends funds for International projects
Membership and Roster		Recommend any new members to board and then the club. Initiation of any new board members.
Nominating Committee		Submit names of Convention Delegates and Alternates to Headquarters Officers and Directors shall be installed at a meeting in May
Program/Public Relations		Program and marketing of program
Service – Allocations		
Social and Inter-city		Installation Banquet
Status of Women Committee		
Z-Club Committee		Invite Z-Club members to program as appropriate. Inform Club of Z-Club activities.
Other	World Telecommunications Day – May 17	Conduct installation of officers Remind Treasurer that all District and I dues are payable by June 1 Arrange joint meeting of boards Send club's annual report to Area Director Annual reports given at business meeting