



Zonta International District 05

Advancing the Status of Women Worldwide

**ADVANCING THE STATUS OF WOMEN
WORLDWIDE THROUGH SERVICE AND
ADVOCACY**

CLUB LEADERSHIP MANUAL Templates

**FOR PRESIDENTS, OFFICERS,
COMMITTEE CHAIRS AND MEMBERS WHO WANT TO
IMPROVE THEIR LEADERSHIP SKILLS.**

REVISED 2014

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I. RESOURCES AND RECORDS

Template for an Agenda

Date/Time/Place:	
Subject:	
Participants	
Chairman:	
Note taker:	
Form:	
Overall Objective:	
Expected outcome:	
Preparation:	
Bring to the meeting:	

Agenda:

Item	Topic	Objective	Responsible	Time (min.)	Form ¹		
					I	Di	De
1.							
2.							
3.							
4.							
5.							

Template for minutes

(Committee) Meeting Minutes

Date

In attendance:	
Unable to attend:	
Presiding:	
Minutes (previous meeting)	No changes – Approved

This template is designed to enlarge as the information is typed in.

Example of Minutes Template Being Used Board Meeting

October 18, 2012

In attendance:	B. Allen, J. Bruner, D. Herreid, M. Hoffman, K Hrdlicka-Tigges, C. Jackson, S. Keaney, S. Martin, K. Ryan, J Sciotto, N. Sexton A. Tyler, J. Wilhelm
Unable to attend:	
Parliamentarian:	K. Hrdlicka-Tigges
Presiding:	President Margot Hoffman
Call to order	
Minutes from August 16, 2012 meeting	Change Form 99 to Form 990 under Treasurer's Report – Approved as amended
Treasurer's Report	
Club Treasurer's Report	<p>C. Jackson reporting</p> <ul style="list-style-type: none"> • Balance as of 9-1-12 was \$8,753.19. • Deposits for the month were \$0.00. • Expenses for month were \$1,880.70 • Balance as of 9-30-12 was \$ 6,872.49. • The June Club Treasurer's report is attached to these minutes.
Service Foundation Treasurer's Report	<p>C. Jackson reporting for A. Buckley</p> <ul style="list-style-type: none"> • Balance in Huntington Checking as of 9-30-12 was \$9,359.62. • Expenses for month were \$1787.39
Foundation Treasurer Position	<p>M. Hoffman reporting</p> <ul style="list-style-type: none"> • A. Buckley has resigned from the Foundation treasurer position. She will continue to be a member of the club. S. Finefrock and C. Jackson have volunteered to take position of the financial documents and get them in order. • The club board was asked to offer suggestions for a replacement to fill the unexpired term which ends May 2013. • M. Hoffman and K. Hrdlicka-Tigges will research the club and foundation bylaws to determine if a current club board member could be appointed to fill the position until the next election. They will report back at the next club board meeting.
<p>District 5 Conference 10-19, 20, 21, 2012</p> <p>Wine for hospitality suite</p> <p>Conference program ad</p> <p>Zonta store table</p>	<p>M. Hoffman reporting</p> <ul style="list-style-type: none"> • A. Tyler purchased 12 bottles of wine for the hospitality suite. • J. Bruner purchased an ad for the club in the Conference Program featuring R. Arnold and Sarah Sinclair, our YWPA nominee named the district 5 nominee.

<p>Donation for silent auction</p> <p>Signature project slide</p> <p>Names for memorial service</p>	<ul style="list-style-type: none"> • The club will not be purchasing a table at the Zonta store this year. • D. Herreid had a box and plate made similar to those she had made to honor our past presidents as our item to donate to the conference silent auction. • The Amethyst cooking class will be our signature project to highlight at the conference. M. Hoffman developed a PowerPoint slide about it. • J. VanSant, M. Roess and C. Lowery were submitted to be included in the memorial service. E. Taylor will present a tribute to them at the Memorial service.
	<p>M. Hoffman reporting</p> <ul style="list-style-type: none"> • A new definition and guidance about service hours has been developed by K. Ryan for inclusion in the rosters. • Service hours are to be tracked for service, advocacy and fundraising. • The hours should be tracked and reported based on individual time spent in planning and carrying out initiatives and projects. • A monthly reminder for committee members to send their service hours to the committee chairs will be included in the monthly Zontagram. • 7 Zontians and 2 guests attended the luncheon on 10-12, 2012 celebrating the passage of anti-human trafficking legislation in Ohio. K. Hrdlicka-Tigges will send information to C. Shore so the event can be posted on the club webpage.
<p>Club/Foundation Board Transition Task Force report</p>	<p>C. Jackson and A. Tyler reporting</p> <ul style="list-style-type: none"> • C. Jackson and A. Tyler reviewed the proposed transition plan options in detail. 2013-2014 would be the pilot year to begin the transition process. • Three options for the transition process were presented for consideration. • S. Martin moved and B. Allen seconded a motion to accept Option 3 and recommend its approval by the full club membership at the November meeting. The motion passed unanimously. • C. Jackson and A. Tyler will present the option 3 transition plan at the October club meeting. • A question concerning the voting status of ex-officio board members was raised. C. Jackson will discuss this further with N. Coffin, Foundation chair as to the need to consider changing the Foundation bylaws to more specifically include voting status.
<p>October Meeting Program</p>	<p>A. Tyler reporting</p>

	<ul style="list-style-type: none"> • The meeting agenda was discussed and finalized. • S. Martin will develop motion for acceptance of the Mentorship Program as presented by L. Pearson at the September meeting.
Zonta Club of Columbus Tee Shirts	<p>M. Hoffman reporting</p> <ul style="list-style-type: none"> • ZCC tee shirts were distributed to members that had ordered one.
Committee Reports	
Service	<p>K. Ryan reporting</p> <ul style="list-style-type: none"> • OYW Letters were mailed to school superintendents. Nomination materials will be mailed within the next 2-3 weeks. L. Hartley is heading up the planning for the Leadership Forum. • Amethyst Committee – The cooking class was held on October 11th and was a success. A date has not been set yet for Secret Santa. • Hands on Committee will have sign-up sheets at monthly meetings so all Zontians will have an opportunity to participate in hands on opportunities they are interested in. Participants are expected to get a replacement if she is not going to be able to keep their commitment. The next event is at Mount Carmel Hospice putting together memory boxes. • Arrangements for the November club meeting at Amethyst are coming along. Amethyst will have a client there to speak to the group. • S. Martin will put together directions to Jefferson Ave with information about parking and give them to L. Yosick for distribution.
Advocacy	<p>B. Allen reporting for S. Finefrock</p> <ul style="list-style-type: none"> • No report
Operations	<p>K. Hrdlicka-Tigges reporting</p> <ul style="list-style-type: none"> • On behalf of the PR committee K. Hrdlicka-Tigges will remind everyone at the club meeting to make sure the email address that is in the roster is accurate and the preferred address to use to receive Zonta related emails. • The need for a marketing brochure has been identified. Both the Membership and PR committee are interested in the new brochure development. • K. Hrdlicka-Tigges will work with both committee chairs to come up with a plan for development of a brochure that can be presented to the board for approval.

Membership	<p>D. Herreid reporting</p> <ul style="list-style-type: none"> • A report is attached to these minutes. • There are no new club members for orientation in October so it was cancelled.
Fundraising	<p>J. Bruner reporting</p> <ul style="list-style-type: none"> • The nut sale is going well. • The spring silent auction/style show planning is fully underway. The committee is working on various changes for the event. • A Canada/East coast fall foliage cruise is being planned for 2013. Information about the cruise will be presented at the October club meeting. • Planning is underway for Uncorked, the fall wine-tasting scheduled for Nov. 2, 2012 at J. Liu restaurant. The proceeds from the event go to the club treasury. There will also be a silent auction. The club needs to sell a minimum of 52 tickets to break even.

Submitted by S. Martin

Action Chart Template for Foolproof Follow-Through

Name of Committee

Date of Meeting

Name of Committee Chair

Action Identified	Expected completion/ Next report date	Person Assigned	Status	Date completed
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This template will be best used in landscape rather than portrait orientation. It can be set up on an Excel spreadsheet as well.

Sample Long Range Plan

ZCD Long Range Plan

2008-2009

The scope & purpose of this Long Range Plan is to provide a broad framework & a clearer focus in support of ZCD’s goals & objectives. This Long Range Plan does not replace or take precedence over the Rules & Bylaws or the authority of the members & Board. It does define high-level goals that will produce more efficiency & ensures the most effective use of limited resources by focusing on key supportive goals. This document is organized by functions, not Committees; therefore it is not meant to limit cross functionality, but to identify & expand key functions for all Committees.

FUNCTION	DESCRIPTION	COMMENTS
Administrative	<ol style="list-style-type: none"> 1. All key Committee & Presidential data is backed up on computer medium (flash drives) <ol style="list-style-type: none"> a. New Archive Committee will assist in developing standards & formats for short & long range procedures for each Committee b. Archive Committee will review & select past documents for permanent retention on computer medium 2. Committee Check-off Lists will be developed by Committees w/ assistance of the Archive Committee: <ol style="list-style-type: none"> a. Check-off Lists will be used for training; b. to ensure critical goals are met in a timely manner; c. to confirm what data must be saved & passed along 3. Key data for each Committee is passed to next Chair & President 4. Rename & redesign the ZCD Directory <ol style="list-style-type: none"> a. "Beyond a Directory"; b. One long-term member to assist Mbr Chair with content & format; c. Include key ZI & ZCD organizational structure in Directory 5. Encourage all Committees & members to communicate pertinent & timely information w/ each other to improve & enrich ZCD’s PR efforts, events & overall enjoyment of participation & service. 6. Seek out and experiment with ways to streamline all administrative tasks 	<p>1a – Hasn’t happened yet</p> <p>1b – 1% complete</p> <p>2 – 0% – committees need to work on these</p> <p>4 – 100%</p>

Membership	<ol style="list-style-type: none"> 1. 10% net growth annually 2. Continue Prospective New Member event w/ new venue - @ discretion of President & Mbr Com 3. Develop and implement a mentoring & retention toolkit & a plan to ensure Zonta Continuing Education 4. Develop program for 'New Z' sub-Committee and put on a CD 	<p>4 – 25%</p>
Education	<ol style="list-style-type: none"> 1. Smoke Signal will have ZI information on a monthly basis (obtained from ZI web site) <ol style="list-style-type: none"> a. new Information Officer to collect & share info for SS 2. Present a Zonta & Education Moment @ every meeting 	<p>*Past Governors & President to provide info.</p> <p>0%-need follow-up on this</p>
Service	<ol style="list-style-type: none"> 1. Develop 4-5 Mission related hands-on service opportunities, per year 2. Communicate w/ other Clubs in Area 3 on Service Projects & Grants to avoid duplication of efforts & reduced impacts in the Metro area. 3. Work w/ FR, PR, Membership & others as needed, to coordinate efforts & maximize Film Festival, etc. 	<p>Service Projects are uniquely defined & may be separate from Service Grants.</p> <p>2 – 20%</p> <p>3 – 70%</p>
Service Grants	<ol style="list-style-type: none"> 1. Review & update criteria & procedures for awarding Grants: <ol style="list-style-type: none"> a. Establish 3 year limits on Grants, with exceptions permitted by approval from the Board & members (effective for Grants fall of 2008); b. Time-limited organizations can reapply after a one year hiatus; c. All finalists for Service Grants must have at least one site visit before a Grant is awarded d. Work with PR Committee to revise web site so grant applicants can access (1) parameters for grants, (2) application form, and (3) other information to be submitted 2. Use web-based tools in rating non-profit organizations: <ol style="list-style-type: none"> a. for selecting organizations in soliciting applications; b. for reviewing non-solicited applications 3. Review application & update as needed annually 4. Increase \$\$ amount of individual Grants to maximize positive impacts 	<p>1 – 100%</p> <p>2 – may not be feasible</p>

		4 – 100% 2008-2009
Fund Raising	<ol style="list-style-type: none"> 1. 10% net growth in annual revenues 2. Track \$\$ and time spent by members; use data to establish benchmarks 3. Provide early, annual notices to members of time & \$\$ obligations for the coming year 4. 5. Continue development of film event/festival <ol style="list-style-type: none"> a. Consider hiring a professional event planner & other professionals as deemed necessary to maximize positive outcomes 6. Any FR efforts need to be pre-sanctioned by the FR Committee 	*Improved, timely Communications to members is key
PR/Comun-ication/ Marketing	<ol style="list-style-type: none"> 1. Partner w/ Area 3 PR activities for maximum exposure and increased cooperation w/ Area 3 Clubs: <ol style="list-style-type: none"> a. Recruit new members to assist 2. Develop multi faceted PR Projects: <ol style="list-style-type: none"> a. Connect w/ art schools & art departments for low cost video, photo, etc. promotional project/s for ZCD; b. Develop a project to highlight ZCD's 'concrete' projects in the Metro area (also to highlight the 'soft' projects – what have we done that changed individual lives); c. Expand concept & initial output to include Area 3 Clubs 3. Work with Service Committee to encourage the use of ZCD info in Grant & Service Projects recipient's newsletters, announcements, etc. 4. Support all functions w/ publicity as appropriate & continue & enhance all publications, the web site, etc. 	<p>*Include personal testimonials in Club materials (Wait for next printing cycle.)</p> <p>1 & 2 – 0%</p> <p>4 – 10%</p>
Other	<ol style="list-style-type: none"> 1. A Golden Z Club is being deferred to a later time. <ol style="list-style-type: none"> a. When timing is better, key points to build on are: <ol style="list-style-type: none"> i. Partner w/ Denver II (&/or others) ii. Do not limit partnership to Metro, possible expansion to Regis 	Deferred

Sample Club Membership Planning Survey

Determining Zonta Foothills Priorities

At the January retreat, the club voiced a need to improve some of our efforts, such as the grant process and fundraising. To that end the Strategic Planning Committee would like to determine the club's priorities at this time. Preliminarily, the committee felt a five year strategic plan with a three year implementation cycle might be appropriate and that our efforts would be best directed toward goals set by the club.

What are the main things the club should achieve in the next 3-5 years?

Pick 5 and rate them 1 through 5 where 1 is the most important.

1. _____ Raise money to donate to charities that promote our mission.
2. _____ Grow membership.
3. _____ Provide social events for members
4. _____ Provide opportunities to volunteer.
5. _____ Advocate for our main issues of health, safety, economic self-sufficiency, education and legal rights.
6. _____ Recruit applicants for ZI scholarships
7. _____ Get recognition and visibility for the club in the community.
8. _____ Provide a place for members to learn about issues relating to our mission
9. _____ Provide a place for members to develop skills (e.g. public speaking, accounting, computer, PR).
10. _____ Groom members for roles at Area, District and International.
11. _____ Create a branding for the club by emphasizing a signature event, (e.g. Women in the Work Force, a fund raising event).
12. _____ Support Bev Hackbart Scholarship by annual contributions
13. _____ Obtain corporate sponsors.
14. _____ Other: Please describe.

What do you want to gain from being a member of Zonta Foothills?

Check any that apply.

1. _____ Attend social events with other members
2. _____ Have access to volunteer opportunities
3. _____ Improve résumé
4. _____ Work with likeminded individuals to achieve a common goal
5. _____ Achieve more as a group
6. _____ Make business contacts

7. Learn more about local and international women's issues
8. Gain personal satisfaction
9. Develop skills (e.g. public speaking, accounting, PR, computer)
10. Other: Please describe
11.

The kind of volunteer work I prefer to do through the club

Check any that apply.

- One-on-one hands-on work with people who need help.
- Group event where other members volunteer also.
- Ongoing work with a group over a year or so.
- One-time events.
- Assist nonprofits with their fundraising events.
- Assist nonprofits with behind the scenes work like stuffing envelopes.
- Work that is not directly with the people being helped, like putting together gift bags.
- Making donations like used books or turkeys.
- An event that is the club's own (like Women in the Work Force)
- I am unable to volunteer at this time

Please list any groups you currently volunteer with and indicate if they would be good candidates for club volunteer activities.

What kind of fundraising event(s) would you like to see in the future?

- Authors' Luncheon
- An event at the Boulder Theater featuring an important author, comedian, music, etc.
- Fair trade fashion show
- Wine and cheese parties at a home or winery, perhaps in support of a specific project or organization
- An art or other kind of exhibit with items for sale
- Sell something (like the fair trade items, coffee, bulbs)
- Get a business to hold an event and donate a portion of the proceeds (restaurants, a sale at a store)
- Other fundraising events such as _____
- _____
- Don't care

Is it important to have our fundraising reflect our mission? Yes No Nice but not important

What percent of the members' available time should be devoted to:

_____ Raising and distributing money to charities

_____ Volunteering (both creating opportunities and actual volunteering)

_____ Other

Is there anything the club doing now that we should quit doing?

Is there anything the club is doing now that we should change?

Is there something in particular you would like to be considered during our strategic planning?

Revitalization Plan

----- CLUB NAME

REVITALIZATION PLAN

ADOPTED BY CLUB BOARD:

----- (NAMES)

ON ----- (DATE)

Present Status of Club

members (June 1, present year)

new members (in each of last 3 years)

members that have left (in each of last 3 years)

\$\$ in Club/Foundation Treasury (total)

Other indicators (e.g., \$\$ raised in F-Rsrs, impact in community, % membership participating in F-Rs & Service Projects)

Conclusions from Board Discussion of Healthy Club Inventory

(Each Board Member may fill out HCI individually, and then Board convenes to discuss answers & conclude regarding the following.)

Club Strengths

Club Areas Needing Improvement

Club Long-Range Goals/Vision

How do you want to see your club in 2-3 years? (& further out if your imagination takes you that far)

Get concrete... -what kind of impact in your community? -how many & what types of members? -what type(s) of fund-raisers? -what are you known for?

Club Goals for Coming Year (Limit this to 3-5 Goals that work together. Pls. include Mbrship net growth => +1/yr.)

ACTION PLAN* TO REACH YEAR 1 GOALS

Goal # 1:

Step 1--

Step 2--

Step 3--

Step 4—

Goal # 2

Step 1—

Step 2—

Step 3—

Step 4—

Goal # 3

Step 1—

Step 2—

Step 3—

Step 4—

Goals should be stated in terms that you will when you have achieved them.
Each Step includes who will do what by when.

Each Club Board member, and Committee or Club members responsible for a goal or step should receive a copy of this plan.

Monitoring the Action Plan (by Club Board as part of Club meetings)

WE will check our progress toward the above goals and whether we have done what we said we would accomplish per the following schedule

1 st Check-up _____	Completed _____	4 th check-up _____	Completed _____
Date	date	date	date
How did we do? _____		How did we do? _____	

2 nd Check-up _____	Completed _____	Celebrated?! _____	Completed _____
Date	date	planned date	date
How did we do? _____		How did we do? _____	

3 rd Check-up _____	Completed _____	New Goal Setting _____	Completed _____
Date	date	planned date	date
How did we do? _____		How did we do? _____	

At the end of year 1, record the same indicators you noted at the beginning in “Status of the Club” and start a new annual plan.

Collaboration and Deliberation Tools

How to get beyond winners and losers, get beyond debating opposite points of view.

1. Assume positive intent.
 - a. Assume that the person who disagrees with you is doing so out of an honest concern, an honest difference of opinion rather than an attempt to undermine your position.
2. Listen as an Ally
 - a. Look for the merit in the idea, in the point of view. In what ways is it valid or beneficial.
 - b. “What I like about this is...”
 - c. “The benefits are...”
3. Use a structured deliberation and problem solving process
 - a. What is the decision or question?
 - b. What are the facts? What do we know about this?
 - c. What are the benefits of doing this? Of this alternative? What are the reasons why we SHOULD do this?
 - i. Everyone participate in looking for the positives.
 - d. What are the obstacles or problems associated with this? What might go wrong? What are the reasons why we should NOT do this?
 - i. Everyone participate in looking for potential obstacles.
 - ii. Use “How to...” language.
 - e. Modify the solution or develop an alternative solution that retains the benefits and addresses the obstacles.

Deliberation Process Example

The Decision: Should we have a quarterly fellowship experience in place of our normal meeting?

The facts	
<ul style="list-style-type: none"> • Attendance at our meetings is down • Some new members are not connecting with other members as we would like 	
<p style="text-align: center;">Why we should move to quarterly fellowship experience</p> <ul style="list-style-type: none"> • Will increase opportunities to get acquainted • Will increase fun of our meetings • Might increase retention of members 	<p style="text-align: center;">Obstacles and concerns</p> <ul style="list-style-type: none"> • How to ensure that we don’t lose sight of our purpose as Zontians for service and advocacy? • How to ensure we are not perceived as a fluff rather than serious organization?
New Alternatives	
<ul style="list-style-type: none"> • Have the majority of meetings focused on our advocacy and service • Incorporate one or two fellowship meetings each year 	

Agreed Upon Solution: Have fellowship experiences twice a year.

Steps in Planning a Meeting

1. Identify the overall meeting accomplishments. What must be different at the end of the meeting?
2. Identify meeting topics needed to achieve accomplishments
3. For each topic, identify the approximate time you expect it to require.
4. Identify needed background information and work.
5. Identify critical participants. Who is required to achieve the accomplishments?
6. Design the activities.
7. Identify who needs to know.

Meeting Plan for Meeting Name
Time
Location

Participants:

Names of those who will attend.

Purpose:

Answers question of why have the meeting.

Objectives:

Answers question of what we will accomplish in the meeting.

Pre-work:

Identifies what participants must do to prepare for the meeting.

Topic and Responsibility	Expected Outcome	Time