

MONTH



ACTION

<p>March/April</p>	<p>_____</p> <p>_____</p>	<p>Begin assigning committee Chairs</p> <p>Order Past President's pin</p>
<p>May</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Install new officers</p> <p>Joint Board meeting to pass information</p> <p>Payment of Dues to District and ZI</p> <p>Club Officers Contact Information Form to ZI by May 1 (on line)</p>
<p>June/July</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Outline President's goals to Board and Club</p> <p>Present Standing Committees</p> <p>Prepare written guidelines for Committee Chairs</p> <p>Signature with Treasurer</p> <p>Pass names of Committee Chairs to Gov., Area Director &/or others</p> <p>Prepare Club Calendar and include:</p> <ul style="list-style-type: none"> *Club and Board meeting dates *Special events *Timetables for award programs: Amelia Earhart, YWPA, Jane M. Klausman, etc. *Conventions, Conferences & Area Meeting dates and places <p>Update membership directory</p> <p>June 26th Charter Day</p>
<p>August</p>	<p>_____</p> <p>_____</p> <p>_____</p>	<p>Prepare for District Conferences...delegates, etc.</p> <p>Reports from Committees</p> <p>*During Convention years prepare report to club</p>

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CALENDAR FOR CLUB PRESIDENTS.....

September	<p>_____ Vote on Delegates for District Conference</p>
October	<p>_____ Attend District conference & report to club _____ Applications for YWPA available on ZI website _____ File IRS Form 990, if required, by Oct. 15 _____ UN Day October 24</p>
November/December	<p>_____ November 8, celebrate Zonta International Day _____ November 15, Amelia Earhart Fellowship Applications due to ZI Headquarters. _____ Nov. 15-Dec. 10 - 16 Days of Activism Against Gender Violence _____ November 25, International Day for Elimination of Violence Against Women</p>
January	<p>_____ January 11, Amelia Earhart Day _____ Schedule Amelia Earhart Activities _____ Applications available for Jane M. Klausman awards on the ZI Website</p>
February/March	<p>_____ March 8, Zonta Rose Day (International Women's Day) _____ Distribute club membership dues notices _____ Elections of officers process begins</p>

CALENDAR FOR CLUB PRESIDENTS.....

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April	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>YWPA Applications due to Governor April 1st</p> <p>Collect Dues by April 1st</p> <p>Election of officers</p> <p>On even years, elect club delegates to ZI Convention</p> <p>Emma Conlon Award nominations due April 30 to ZI Headquarters</p> <p>Area Meeting (Date and Host Club decided at District Conference)</p>
May	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>Send dues to District Treasurer (or ZI)</p> <p>On even years ensure the club delegate & alternate or proxy is reported to ZI</p> <p>On even years prepare for the convention by discussing ZI bylaw amendment proposals, programs, candidates, etc.</p> <p>Prepare an annual report</p> <p>On odd years, send the Nomination Forms for candidates for ZI officers, directors & Nominating committee to the District Nominating Committee Chair by May 31.</p>

DURING PRESIDENT'S TERM:

- * Attend Area Meetings & encourage members to attend.
- * Attend District Meetings & encourage members to attend.
- * Attend ZI Conferences (when finances & time permit)
- * Keep club informed of local and international projects.
- * Provide Area Director & Governor with reports
- * Provide all club members with:
- * Club by-laws (and review them)
- * List of Club members/addresses
- * List of officers/directors, committee chairs.
- * List of club meetings, time & place
- * List of events/fundraisers

CALENDAR FOR CLUB PRESIDENTS.....

ZONTA INTERNATIONAL REPORT DUE DATES:

Notice to President	Due to AD	Due to Gov	Due to ZI
11/30/2014	12/28/2014	1/11/2015	1/25/2015
4/5/2015	5/3/2015	5/17/2015	5/31/2015
8/30/2015	9/27/2015	10/11/2015	10/25/2015
11/29/2015	12/27/2015	1/10/2016	1/24/2016
4/10/2016	5/8/2016	5/22/2016	6/5/2016