

Zonta Club Committees Responsibilities – 2026-2027

Zonta club committees help the club to implement projects and achieve its goals. Club members are encouraged to serve on committees and share their expertise and skills.

Apart from the nominating committee, which is elected by the club, standing committees shall be as specified and authorized by the club board.

Except as otherwise provided in the club bylaws, the club president shall appoint committee chairmen, subject to approval by the club board.

Committees report regularly to the board and to the club. It is recommended that job descriptions for committee chairmen and members be prepared and updated regularly.

Responsibilities of Club Committee Chair

- Establish the goals for the committee in cooperation with the president, board and committee members
- Ensure committee goals and activities are aligned with Zonta International's mission.
- Report to the board and the club regularly
- Report to relevant district committee chairmen as required and copy the president
- Schedule committee meetings and preside at them
- Engage all committee members and encourage an open and creative working environment
- Adhere to the approved committee budget, if provided.

Responsibilities of Committee Members

- Attend and actively participate in committee meetings
- Accept assignments and responsibilities
- Support committee projects and decisions.

COMMITTEES

ADVOCACY

- Advocate to influence laws and attitudes that affect women with the goal of assisting women to develop their full potential
- Define, organize and conduct advocacy activities focusing on recognizing women's rights as human rights and on preventing violence against women
- Develop resources for members to be effective advocates in their communities
- Report on successful advocacy outcomes through the Zonta International website
- Work closely with the district advocacy committee and club service committee

- Cooperate with other like-minded organizations to educate people about legal, political, economic, educational, health and professional issues which affect the lives of women and girls in their community

BY-LAWS

- Documents and maintains Club local procedures

COMMUNICATIONS

- Prepares and distributes Quarterly Newsletter
- Manages Social Media present, including Facebook and club website

FUNDRAISING EVENTS

- Plan and execute twice yearly Fundraising Events. Includes acquiring and negotiating Venue location, menu and cost of ticket.
- Prepares all Auction items for bid and delivers to venue.
- Distributes invitation/flyers and works with the treasurer to establish process for payments.

MEMBERSHIP

- Define goals for recruiting new members and monitor progress towards those goals
- Encourage every member to identify prospective members and invite them to meetings and events
- Adhere to the membership approval process in the Bylaws of Zonta International.
- Identify a mentor for each new member and facilitate the new member's involvement in club activities
- Communicate with the district lieutenant governor, who is the district membership chairman, as appropriate
- Maintain updated record of club membership, including members' classifications

NOMINATING

The nominating committee prepares the slate of candidates for the elective positions.

Election of Members of the Nominating Committee: Election of members to the nominating committee may take place at the election meeting, allowing the nominating committee a full year to identify future office bearers. To ensure that the nominating committee is independent in fulfilling its duty, board members should not be members of the committee. The board is responsible for the legality of the nominating process, including but not limited to approval of the nomination form, if the club uses one.

Nominating Committee Duties

- Encourages club members to nominate candidates for elective positions. Contacts prospective nominees, informs them of the duties of office and obtains their consent to serve if elected
- Nominates one or more members who meet the prerequisites for each elective position to be filled
- Reports the slate of officers, directors and, if desired, the candidates for the nominating committee, before the election meeting
- Maintains confidentiality of discussion of prospective nominees
- Informs the club president of the slate immediately after the slate is prepared and before the club's election meeting
- The chairperson presents the slate at the club's election meeting or at a prior meeting if required by club rules.

PARTNERSHIP DEVELOPMENT

- Responsible for identifying potential partners and soliciting donations to the Club
- Follow-up with existing Partners twice yearly

PROGRAMS

- Responsible to identify and schedule speakers or Programs for Monthly Meetings

SCHOLARSHIP

- Locates different local scholarship opportunities to fund that align with the club's focus.
- Collects and shares with the communications committee any ZI scholarship information, as well as maintains the point of contact for those interested in applying.

SERVICE

- Recommend action in accordance with the Objects of Zonta International and Zonta International's biennial goals to empower women through international and local service projects
- Inform the membership of the biennial international projects and programs and their progress during the biennium
- Encourage the club to contribute one-third of funds raised locally to the Zonta Foundation for Women to support Zonta International's service and educational award programs
- Encourage members to make individual contributions to the Zonta Foundation for Women
- Propose a service budget, service activities and donation strategy to the board for recommendation and vote to the members

SOCIAL

- Responsible for planning monthly meeting location and dinner menu

ZCLUB

- Works with local high schools to build Z – Clubs for high school girls.