



Invigorate Your Club

District 16 Zonta Club Health Checklist

Governance

Checklist:

- Does the club have a strategic plan: annual goals
biennial goals aligning with ZI & District 16 goals
longer-term goals?
- Is the club membership involved in developing the strategic plan?
- Does the club have up-to-date bylaws aligning to ZI bylaws?
- Does the club have leadership training/succession planning?
- Does the club have training for incoming Officers & Directors prior to taking office?
- Is there smooth leadership transition at the end of a term of office?
- Does the club President attend Area/District meetings, training sessions?
- Has the club assessed its needs and aligned committees to support those needs?
- Does the club make use of leadership resources?
- Have club members attended Area Meetings in the last biennium?
- Has the club nominated candidates for Area, District or International office?
- Have club members attended District Conference in the last biennium?
- Does the club have a delegate for the next International Convention?

Resources:

Zonta Club Manual,
Zonta District Manual – www.zonta.org
Zonta International Bylaws-Governing Documents www.zonta.org
District 16 Strategic Plan
Zonta International & District 16 Biennial Goals
District Governor's Reports to Presidents & Newsletters

Dates to note:

Presidents' meetings with Area Director
Area meetings
District Conference – Christchurch
September 22-24 2017
International Convention – Nice, France 2-6 July
2016

Financial

Checklist:

- Are International dues and accurate member lists submitted to ZI by 1 June each year?
- Are district dues paid by the July 1st each year?
- Are club dues paid by April 1st each year?
- Do all club board members have access to the club's financial reports as often as needed?
- Do club members review and approve the financial records and the budget once per year?
- If the club is an incorporated society are annual financial statements and change of officers submitted?

Resources:

Zonta Club Manual – www.zonta.org
District 16 Consolidated Manual(for club officers)
– www.zonta.org.nz
Zonta International Bylaws- Governing Documents

Dates to Note:

Zonta financial year June 1st – May 31st
December 1st – May 31st new member fees reduced
April 1st final date for club dues to be paid
June 1st final date for international dues
July 1st final date for district dues

Membership

Checklist:

- Has the club reviewed the diversity of membership –age, ethnicity, classification?
- Does the club have special activities to attract new members?
- Are club members aware of the membership process?
- How many club members have nominated a new member in the past year?
- Are orientation meetings for new/prospective members held?
- Are new members assigned a mentor?
- Does the club have information resources for new members?
- Have the club members been surveyed for member satisfaction in the past year?
- Are members proud of the club?
- Is the club energetic and members encouraged to have fun?
- Is every member involved in some way?
- Is the Resigning Member Questionnaire sent to members following resignation?
- Has the club sponsored a new club in the past biennium?
- Does the club has a Z Club or Golden Z Club associated with it?
- Does the Membership Chairman complete the ZI Member Report Forms on-line. send to membership@zonta.org.nz and check the accuracy of the D16 website information?

Resources:

Zonta Club Manual – www.zonta.org
Marion De Forest Membership Manual – www.zonta.org
Membership Tools – ZI website
District Membership Chairman- Lt Governor
District 16 Zonta Information Booklet- Zonta Essentials
District 16 Resigning Member Questionnaire - Mentoring Guidelines
www.zonta.org.nz

Dates to Note:

Zonta financial year June 1st – May 31st
December 1st – May 31st new member fees reduced

Public Relations and Communications

Checklist:

- Does the club have clear communication between the Club Board and members?
- Is Zonta information disseminated to club members prior to club meetings?
- Are communications from the District Officers and Committee Chairmen shared with club members?
- Is the club website or club section of the District website up-to-date?
- Does the club have a directory for club member details and Zonta information?
- Does the club have a newsletter?
- Do club service projects enhance the visibility and positive reputation of Zonta locally?
- Does the club co-operate with other clubs and/or in partnership with other like-minded organisations?
- Does the club send media releases on local or international Zonta activities?
- Is Zonta material distributed at public places such as libraries, community centres, etc?
- Has the club submitted at least one success story or “Zonta Says No” activity to the ZI website?
- Are members encouraged to wear their Zonta pin in the community?

Resources:

District & International websites
District PR Chairman

Dates to note:

January 11th - Amelia Earhart Day
March 8th - International Women’s Day, Zonta Rose Day
September 19th - Suffrage Day
September 21st – International Day of Peace
October 24th - United Nations Day
November 8th - Zonta International’s birthday
November 25th – International Day for the Elimination of Violence against Women

Advocacy

Checklist:

- Do club members understand the meaning and importance of advocacy?
- Are club members aware of legislation relevant to women in our country?
- Does the club have an active committee advocating on local and national issues to improve the lives of women and girls?
- Do club projects include an element of advocacy?
- Did the club participate in the “Zonta Says No to Violence against Women” campaign?
- Does the club have a representative attend local NCW/NZ Women’s Watch meetings or partner with other like-minded organisations?

Resources:

District & International websites
District Advocacy chairman

Dates To Note:

March 8th - International Women’s Day, Zonta Rose Day
September 19th - Suffrage Day
September 21st – International Day of Peace
October 24th - United Nations Day
November 25th – International Day for the Elimination of Violence against Women, 16 Days of Activism Against Gender Violence, ending December 10th (International Human Rights Day)

Service Programmes and Projects, and Zonta International Foundation

Checklist:

- Are club members aware of the ZI service & ZISVAW projects?
- Do the club members contribute time or money to district or local service projects?
- Do these service projects align with the Zonta mission of empowering women through service and advocacy?
- Has there been an assessment of community needs for future service projects?
- Has the club submitted an application to the District 16 Cherry Raymond Award or the ZI Service Recognition Awards?
- Does the club seek candidates for the Amelia Earhart Fellowships?
- Does the club seek candidates for the JMK Scholarships?
- Does the club seek candidates for the YWPA Awards?

ZI Foundation:

- Do club members understand the ZI Foundation?
- Does the club donate 1/3 of local funds raised to the ZI Foundation?
- Does the club President encourage individual donations to the ZI Foundation?
- Has any effort been made to have all members donate in a year?

Resources:

Zonta International & District Websites
District Service Chairman, Awards Chairmen

District Foundation Ambassador

Dates to Note

April 1st – final date for applications for
District YWPA

July 1st – final date for applications for
District JMK Scholarship

November 15th – final date for applications to
be received at ZI HQ for Amelia Earhart
Fellowship

April 30th pre-Convention- final date for
donation to ZIF to be recognised for that
biennium