

Zonta Club Blackall Range

Overall Responsibilities of the Club Board (Officers and Directors)

Club Board

- Is elected by the club members present and voting at the club's annual election meeting, provided at least one fourth of the members is present. See Bylaws Article XIV, Section 7 for quorum requirements.
- Is comprised to Bylaws Article XIV, Section 4 by the club officers (a president, vice president, secretary and treasurer) and at least two (2) directors. See Bylaws Article XIV, Sections 4, 5 and 6 for qualifications, duties and responsibilities of the club board.
- The term of office should follow the bylaws

Overall Responsibilities of the Club Board (Officers and Directors)

- Takes responsibility, upholds ethical principles, works toward progress for the club and organisation, utilises the strengths of the members and encourages self-development
- Ensures the club fulfils its legal liabilities in the country, province or state and local government where it is constituted.
- Ensure the club bylaws are in line with the Zonta International (ZI) Bylaws
- Holds the fiduciary responsibility of the club
- Considers budget(s) before treasurer presents it to the membership for adoption
- Follows club bylaws when recruiting new members
- Recommends, but does not determine, policy, advocacy actions, service projects and donations for adoption by the club
- Ensure that the club has robust internal procedures
- Maintains a written Club Internal Control Manual covering club procedures such as financial control, roles and responsibilities, archiving, password maintenance, social media and other policies and insurance requirements among other things.
- Proposes for club approval specific, attainable and effective goals and activities in line with the Biennial Goals approved at each Convention and measures progress towards their achievement. Those goals include are are not limited to service and advocacy goals.
- Establishes club committees according to the club bylaws and receives committee reports
- Supervises club affairs between meetings
- Prepares leadership development and mentoring programs for the club members
- Refers written complaints against a club officer or director to a special committee elected by the club for review (see ZI Bylaws Article XIV, Section 4))
- Participates in training workshops, area meetings, district conferences and convention
- Has in-depth knowledge of Zonta and sound communication skills
- Disseminates ZI program information to all club members
- Encourages support of ZI and district biennial goals, and encourages club and individual contributions to the ZI Foundation
- Fills vacancies in any office except that of president
- Considers awarding club honorary membership to people who have demonstrated distinguished service outside Zonta
- Ensures continuity of leadership and understanding of club board duties by meeting with the new, incoming club board prior to its assumption of office
- Appoints a special committee to review written complaints against a member regarding behaviour that has injured the good name of Zonta or hampered its work (see ZI Bylaws Article XIV, Section 11 (b)).

