

Building Healthy Clubs

Christi Matthews, President
Zonta Club of Newport Harbor

First, lets think about perspective...



Club Structure

- Bylaws (Club Specific)

- Club Governing Document
- Big Picture Issues
- Membership
- Meetings
- Board

Club Manual (Generic)

- Membership
- Board
- Committees
- Running the Club

- Rules of Procedure (Club Specific)

- Membership
- Committees
- Fiscal Policies
- Transitions of Leadership
- Delegates

Protocol Manual (Generic)

- Board Installation
- New Member Inductions

<https://membership.zonta.org/Governance/Manuals>

Club Manual Content

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Protocol Manual Content

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Club Leadership

- Leadership Teams
 - Nominating Committee
 - Election Process
- Board of Directors
 - Meeting time / Agendas
 - Retreat/Action Items
- Committee Chairs
 - Resources/Transition
- Leadership Training
 - Zonta Resources
 - <https://membership.zonta.org/Tools/Leadership-Development-Tools>
 - Consider assigned a video or two each month and check in with members/board- make it fun!
- Succession Planning
 - Transition between leadership teams

Zonta Leadership Program

The Zonta Leadership Program is designed to provide Zonta members with organizational knowledge, personal and professional development and opportunities to expand their leadership.

Visit the FAQs for additional information or click the help button to the right if you need further assistance.

Below are a short video tutorial and a step-by-step pdf guide about how to access and use the Zonta Leadership Program.



Click above to play video tutorial.

Introduction to Zonta Leadership Program | [PDF](#)

Click the plus sign next to each module title to get started.

Governance



Goal Inspired Leadership



People Leadership



Financial Leadership



Strategic/Action Plans



Strategic Plan 2017-18

Zonta Newport Harbor 2019-2020 Board Action Plan

<u>Area of Impact</u>	<u>Objective</u>	<u>Action Items</u>	<u>Ownership</u>
Membership	Membership growth- new members & retention of existing members.	Establish working membership committee Develop/purchase collateral for prospective members Formalize club mentorship program Host quarterly "Get to Know Zonta" events	Lisa/MC Christi/Lisa Lisa/MC Christi/Lisa
Advocacy	Improve club advocacy efforts and awareness in the community.	Develop annual advocacy calendar Identify action items for key advocacy events/activities Explore creation of Z Club at Early College HS	Sheila/AC Sheila/AC Marcia/Dr. Bonny
Service	Increased local impact through service	Formalize with members 2 signature projects Build out soft room program Build out student to business program Complete 2 soft rooms Add 1 additional STB program Begin competitive service project infrastructure- 2-3 other projects	Christi Christi/Cris/Sheila Christi/Barbara Identify champion Identify champion Rosa (Service Chair)
Club Operations	Enhance our member experience	Create ideas@zontanewportharbor.com email for member feedback Focus on prompt meeting start and end times	Christi Christi

- 1) Grow and strengthen our club
- 2) Maintain service and increase our outreach to women
- 3) Increase public awareness of Zonta

1) Grow and strengthen our club

- A. Energize our club
- B. Improve member recruitment
- C. Develop member retention and new member systems
- D. Create leadership opportunities
- E. Focus on young professional members, ages 30-40

2) Maintain service and advocacy to women

- A. Collaborate with other organizations
- B. Create significant and publicity worthy projects
- C. Focus on projects that would be missed if we were not here

3) Increase public awareness of Zonta through the use of media and virtual tools

- A. Publicize our service and advocacy
- B. Unify our image and new brand from ZI
- C. Encourage all members to promote/share on social media

Our Mission

Zonta International is a leading global organization of professionals, empowering women worldwide through service and advocacy.

Everyone Loves Meetings, Right?



Zonta Club of Newport Harbor

Business Meeting - Agenda July 11th — 6:30 pm – 8:00pm

Conference Call line: 605-472-5294 code: 883639



ITEM OF BUSINESS

Call to Order

Pledge of Allegiance

Introductions

Presentations

- Lee Ann Kline- President & Founder, STEM Advantage
- New Member Induction- Pat McMasters and Bernie Gilbert

Consent Agenda

Motion/Approval

- April & May Business Meeting Minutes (no June minutes)- Submitted by Mary Harper and Becky Larsen
- May & June Club & Foundation Financials- Submitted by Barbara Sisson

Committee Updates

- Advocacy -Sheila Cook-Cohen

New Business

- Rules of Procedure Changes
- Club Budget
- Foundation Budget
- Service Project Process Review
- Raffle Process
- Open Committee Chairs

Motion/Approval
Motion/Approval
Motion/Approval

Announcements

- Zonta Club of South Bay- Upcoming Events
 - Tuesday, July 16th- Wine Tasting – Total Wine and More
 - Tuesday, July 23rd- Chefs Dinner- Manhattan House
- Service Committee Meeting – Thursday, July 25 at 6pm- Clubhouse

Raffle- \$1/1 ticket; \$5/6 tickets; \$10/15 tickets —Sales support First-timers Fund for Convention

Zonta Collect

Adjournment

Meetings

- Time and location
- Program
 - First on Agenda
 - Let Speaker Leave
- Consent agenda
- Committee updates
- Club business
- Don't be afraid to use the "parking lot"
- Email recaps for members not attending
- Take photos
- Roberts Rules of Order
 - Motion procedures
 - <https://robertsrules.org/rulesintro.php>

Program Ideas

- Zonta International Initiatives
 - Videos and information online
 - <https://www.youtube.com/user/ZontaInternational>
 - Recaps from conferences and conventions (NAIDM)
- Club members with expertise
 - Women's health, Finance, etc.
- Local area non-profits
- Advocacy organizations
 - Waymakers, OC Human Trafficking Task Force
- Prior scholarship and service recipients
 - Have a database so information is carried over each year
- Other Zontians
 - Area clubs

Let Us Learn ZI Video



Service Projects

- Process for selection
 - Zonta Criteria
 - Submission Form
 - Selection committee
- Finding Service Projects
 - Offer to apply on website
 - Other club examples
 - Local non profit organizations
- Promoting Service Projects
 - Website
 - Photos, photos, photos
 - Social media
 - Press Releases
 - Newsletters



ZONTA INTERNATIONAL SERVICE COMMITTEE

Criteria for Clubs and Districts to select a Service Project

1. A service project should meet the following criteria:
 - (a) It must focus on Zonta's mission
 - (b) it must benefit women or girls on the local or district level
 - (c) It must address one or both of the following factors:
 - i. empowerment of women in general to achieve equal rights and secure their access to legal, political, economic, educational, health and professional resources
 - ii. prevention of violence against women and girls.
2. A service project is an activity carried out by Zonta members in which they participate actively and personally in organizing and giving 'hands-on' service, not only providing fundraising for the project.
3. It can be a 'once only' project or be ongoing.
4. A hands-on service project may be partnered with another like-minded organization or organizations in accordance with the Affiliation with Other Organizations policy and guidelines.
5. An advocacy aspect is desirable.
6. Zonta's credibility must be protected.
7. The project should give visibility to Zonta and have wide media coverage, especially in terms of the beneficiaries.



Club Service Project Submission

Name of Zontain suggesting project: _____

Name of service project: _____

Suggested date(s) of project duration: _____

Name of organization benefiting from this service project: _____

Description of the project: _____

How many days do you estimate are needed to prepare for the project? _____

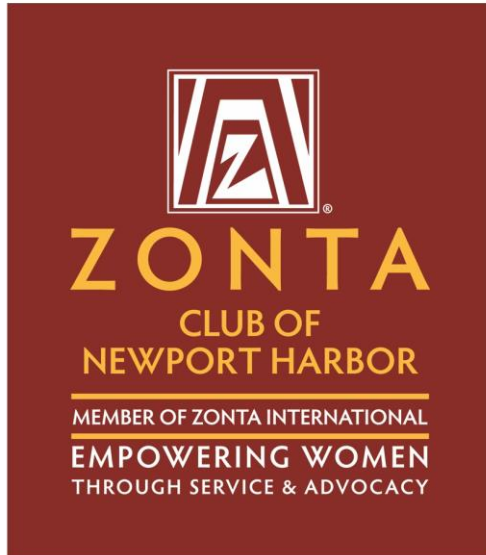
How many people to do estimate will be needed to complete the project? _____

How many days do you estimate will be needed to complete the project? _____

Estimated Budget: _____

Additional Comments: _____

Promoting Service Projects



Annual Community Service Projects

"Sometimes, it's easy to get discouraged and think that you can't have an impact in the world.

But my involvement with Zonta has shown me that is not true.

I love our service projects, seeing first hand the difference we make for the women and children we touch."

Hilary Kaye, Club Member.

Connecting with Zonta

- Zonta.org
 - Website/login
 - Newsletter
 - Zonta Says No Website
 - <https://zontasaysno.com/>
 - Quiz
 - PR Tools- Images, etc.
 - Convention
 - Collateral/Products/Ideas
 - <https://www.zontastore.com/>

District 9

- Website
- Newsletter
- Conference

Area 4

- Area Director
- Annual Meeting
- Other Clubs
 - Facebook pages

General Resources

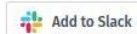
- Doodle.com
- SignupGenuis.com
- Canva.com
- FreeConferenceCall.com
- Google Forms- Event RSVP/Quick Surveys
 - <https://www.google.com/forms/about/>
- PowerPoint- Videos from Photos

Doodle.com

- Free Resource to select dates or take a quick poll

Zonta Communications Task Force Meeting

by Christi Matthews • 3 months ago • Print



📍 Clubhouse

🕒 All times displayed in America/Los Angeles

🗳 Tick the checkboxes twice to select "Yes, if need be" vote

Table Calendar

	May 21 TUE 6:00 PM 8:00 PM	May 30 THU 6:00 PM 8:00 PM	Jun 3 MON 6:00 PM 8:00 PM	Jun 4 TUE 6:00 PM 8:00 PM	Jun 5 WED 6:00 PM 8:00 PM	Jun 10 MON 6:00 PM 8:00 PM	Jun 11 TUE 6:00 PM 8:00 PM	Jun 12 WED 6:00 PM 8:00 PM	Jun 18 TUE 6:00 PM 8:00 PM
5 participants	✓3	✓2	✓4	✓3	✓2	✓2	✓2	✓3	✓3
👤 Christi Matthews	☐	☐	☐	☐	☐	☐	☐	☐	☐
👤 Maria Fitzpatrick			✓	✓	✓				
👤 Sheila	✓	✓	✓	✓				✓	✓
👤 Terri	✓								✓
👤 Hilary		✓	✓		✓	✓	✓	✓	
👤 Lisa	✓		✓	✓		✓	✓	✓	✓

SignUpGenuis.com



ZONTA
CLUB OF
NEWPORT HARBOR
MEMBER OF ZONTA INTERNATIONAL
EMPOWERING WOMEN
THROUGH SERVICE & ADVOCACY

Zonta Newport Harbor

Head Shot Photos

Please select a time slot for your photo. Photos will be taken at the Figge household- 665 W Main Street in Tustin. Please bring cash or check for \$35. About a week after your photo is taken, you will receive a link to review the photo options. You can then select your preferred photo. That is the photo which will be re-touched and sent to you in color and black & white at high resolution. If you are not able to make either date, please email Greg- gfigge@gmail.com to schedule a time slot.

Let me know if you have any questions. Thank you!

Location: Figge Household- Tustin

Created by:  Christi Matthews ✉

Date (mm/dd/yyyy)	Time (PDT)	Available Slot	
08/12/2018 (Sun.)	10:00am - 10:10am	Photos  Barbara Sisson	
	10:10am - 10:20am	Photos  Ellen Roy Have to cancel. Car issues	
	10:20am - 10:30am	Photos  Anne-Line Anderson	
	10:30am - 10:40am	Photos  Wendy Weeks	
	10:40am - 10:50am	Photos  Michele Howard	
	10:50am - 11:00am	Photos  Hilary Kaye	
	11:00am - 11:10am	Photos  Faral Marhami	

Free resource for people to sign up

- Dinner
- Raffle Prizes
- Service Project volunteering
- Can be dates, or text, or anything you select



Zonta Newport Harbor

2019-2020 ZCNH Monthly Raffle Item

Please review the available slots below and click on the button to sign up. Thank you!

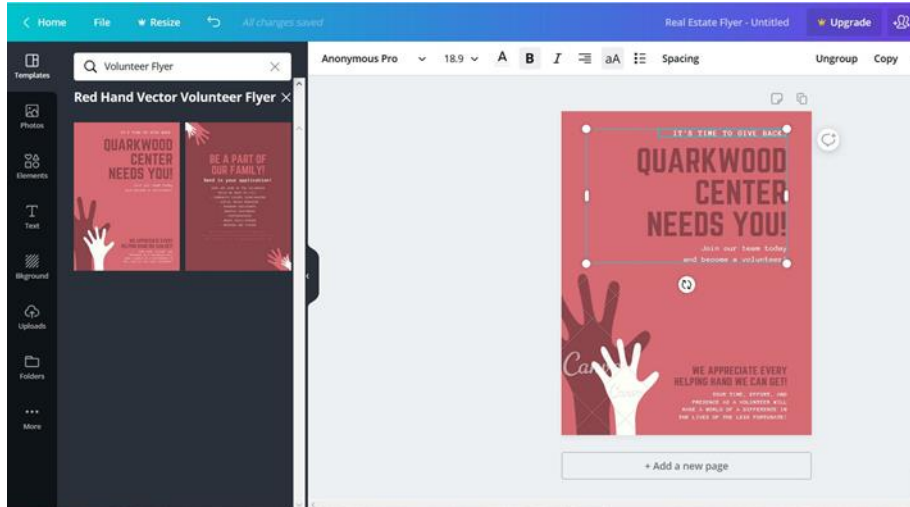
Created by:  Christi Matthews ✉

Available Slot

August	
Already taken by Barbara S	
September	 Lisa Cain I have 4-\$10 certificates for Round Table HB
October	
November	
January	
February	
March	
April	
May	

Canva.com

- Free Resource to design fliers, use their photos, click and change text.



Google Forms

Easy to use forms

- RSVP's
- Sponsors
- Member Surveys

June 13th Zonta Meeting

We look forward to seeing you at this special meeting!

Your name

Short answer text

Will you attend the June 13th meeting?

☐ Yes

☐ No

☐ Maybe

Are you bringing guests?

☐ Yes

☐ No

☐ Maybe

What are the names of your guests?

Long answer text

Thank you for your sponsorship of
Zonta Club of Newport Harbor's
LUNAFEST

Please complete the form below-

* Required

Email address *

Your email

Name of Sponsoring Organization *

Your answer

Contact Name *

Your answer

Address *

Your answer

Phone Number *

Your answer

Level of Support *

☐ Producer (\$1,000)

☐ Director (\$500)

☐ Writer (\$250)

Video Made in PowerPoint



2019

Photos courtesy of Greg Figge

Figge Photography

Copies of Presentation/Documents

www.zontanewportharbor.com/area-4

Questions?

Thank you!

Christi Matthews

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970-596-4841 (cell)