



## Zonta District 2 Electronic Toolbox Index

Member Orientation.....	Page <a href="#">3</a>
Resources .....	Page <a href="#">3</a>
Training for Club Officers .....	Page <a href="#">4</a>
Presidents, Vice-Presidents and Presidents-elect.....	Page <a href="#">4</a>
Secretaries.....	Page <a href="#">4</a>
Treasurers.....	Page <a href="#">5</a>
Great Meetings Take Time & Preparation .....	Page <a href="#">6</a>

# DISTRICT 2 LEADERSHIP INSTITUTE

## ELECTRONIC TOOLBOX

### 1. Member Orientation

Clubs are recommended to hold regular orientation or information sessions for prospective members. Zonta International has on its website, a Prospective Member PowerPoint Presentation and accompanying script that can be used for membership recruiting events. Some of this may be useful in an Orientation, especially if it has not been shown at a prospective members event. The orientation session for new members is an opportunity to inform them about your club, district and Zonta International activities and the structure of the organization. The organization of orientations is often undertaken by the Membership Committee, but this is not necessarily the case.

#### Resources:

1. PowerPoint presentation on the Zonta International website – *Welcome to Zonta: a new member presentation*. To find this, go to [www.Zonta.org](http://www.Zonta.org), click on Member Resources, then click on Tools for Clubs, then click on Membership Recruitment and Retention, and finally click on Welcome to Zonta Presentation.

The presentation has associated with it, guidelines for its use. The actual presentation comes in five sections and you can download the entire presentation or single sections:

- a) Section 1 – Introduction
  - b) Section 2 – Biennial Goals and Service Projects
  - c) Section 3 – Boards and Committees
  - d) Section 4 - Your Club Information
  - e) Section 5 - Membership Benefits and Resources
2. Although the article on *Effective Event Planning* on the web site of District 2 is about events in general, it provides some ideas that may help in the planning of an orientation session. Go to <http://www.zontadistrict2.org/leadership.asp>.
  3. Experienced Zontians are usually available to assist with Orientation sessions. If there are none in your club, ask your Area Director or the Leadership Institute for advice and /or assistance.

## **2. Training for Club Officers**

Zontians are often committed enough, and one might say courageous enough to accept nomination as a club officer. The officers are normally the president, vice president, treasurer and secretary. Some clubs choose to elect an assistant treasurer and an assistant secretary to ensure smooth succession to these positions in the future.

First, the new officers know what their duties are. These are shown clearly in the Zonta Club Manual (<http://www.zonta.org/site/DocServer/ClubManualSec2.pdf?docID=5009> )

### **A. Training for Presidents, Vice-Presidents and Presidents-elect.**

This training can be carried out for the Club by the Area Director or a member of the Leadership Institute team for all the Clubs in an Area. All you need to do, is to ask!

Training for presidents is sometimes carried out in conjunction with workshops, seminars and conferences. It may be arranged by the Governor, or she may ask the Leadership Institute to undertake the training. Club Presidents attending these events have the advantage of discussing issues with others who have more experience.

As the Club President has a wide variety of tasks, there are likely to be areas which are not covered by training organized in the Area or District. Many of these areas are covered in modules produced by the Leadership Institute and are on the District website.

### **B. Training for Secretaries**

Secretarial work may be done by one person or divided between a recording secretary and a corresponding secretary. Most of the tasks of the secretaries require an ability to write minutes and correspondence and to keep records.

Numerous external courses on minute writing and reporting are available. Although most Zontians will not require this sort of formal training, secretaries need to understand how minutes should be written.

A good description of minute writing from Australia is found at [http://www.flinders.edu.au/staffdev/training/secskills/Minute\\_W.doc](http://www.flinders.edu.au/staffdev/training/secskills/Minute_W.doc)

Some helpful hints to help secretaries are found in the description of the role and responsibilities of the Secretary in the Club Manual.

### **C. Training for Treasurers**

The tasks of the Treasurer are given in detail in the Club Manual. US Clubs and Canadian Clubs are in different jurisdictions for Tax Matters, so training sessions take this into account.

Although administration of funds is an important part of the Treasurer's work, it is not the only part. This involves keeping an accurate record of the collection and disbursement of all club moneys.

If you are new to account keeping, have a look at <http://www.fao.org/docrep/006/AD491E/ad491e0c.htm> for a very simple way of arranging your accounts.

Area Directors or the Governor or the Leadership Institute will arrange training for Treasurers where it is warranted. In many cases a former treasurer in the Club or in a nearby Club is able to provide the necessary information about the tasks of the Treasurer.

There are several Chartered Accountants in the District who can answer questions concerning taxes. Contact the District Treasurer for advice.

## Great Meetings Take Time & Preparation

1. Be prepared. A great meeting takes preparation ahead of time. What is the meeting supposed to accomplish? Are we solving a problem, planning, clarifying issues, sharing information, assessing our progress or some combination of all of these? Understand what you are trying to accomplish and how you will go about it. Here's a great tip for preparing your agenda – set times for each item and indicate whether you are informing, updating, or deciding.
2. Build your agenda. An agenda is an absolute must to running an effective meeting. This will help your meeting flow and stay on track. Make sure that you put the most important items first so that you have enough time!
3. Allocate enough time. Be realistic about what you are hoping to accomplish in the time that you have. Trying to do too much is ineffective and discouraging for all involved. If an item seems to be taking longer than you expected, check in with the group to see how much more time they would like allocated. It's okay to table items to deal with later. And, you must be prepared to move the meeting along though it's not always easy it is necessary.
4. Deal with the personalities!

<b>Meeting Behavior</b>	<b>Suggestions</b>
<b>Outspoken</b>	Acknowledge the person, draw attention to his/her point, and solicit input from others at the meeting.
<b>Negative</b>	Outline the speaker's points on a chart. Try to find areas where there is group agreement and use this agreement to move forward.
<b>Side-bar Conversations</b>	It is helpful to set the ground rules first, but this doesn't always work. The chair should stop talking. When all is quiet, remind everyone that it is helpful for everyone to hear and share in the discussions.
<b>Talker who goes on and on</b>	Set a time limit and use a time keeper. If time allows you can go back to an individual for additional input.
<b>Silence</b>	Pay attention to those who do not participate and make sure to ask them for their opinions.

5. Finish strong.
  - a. End on-time or agree to run longer
  - b. Review your list of action items and the responsible person(s)
  - c. State what needs to be covered at the next meeting
  - d. Thank everyone!
6. Follow-up and prepare for the next meeting.