



PLANNING FOR ZONTA AREA MEETINGS

(Adapted from Zonta District Manual 2015, with my inclusions in italics)

Zonta International Bylaws require each area to hold at least one meeting annually, preferably during the months of March, April or May, to promote the Objects and programs of Zonta International.

Area meetings are essentially planning and training seminars and should provide club officers, directors, committee chairmen and members useful information on their responsibilities, Zonta International and district programs, and practical suggestions for club programs and projects. All Zontians should be encouraged to attend, particularly new members.

Area meetings are hosted by a club in the area and are generally one-day events with a luncheon included, and should be scheduled for a day of the week that is not a work day for most members. *In District 22 Area 2 we hold a weekend Area Meeting, with a “meet and greet” social function on the Friday night, meeting all day Saturday, social function on Saturday night and half day meeting on Sunday.*

The area director is primarily responsible for planning the meeting, with the assistance of other members of the district board and of the host club. The governor may direct that all area meetings cover the same subjects. The format may vary from area to area. The presiding area director reports to the district board following the area meeting. The governor or her/his designee attends the meeting.

In District 22 the Governor directs the theme, often with some direction from Zonta International, which is to be used at all area meetings in the District. In 2016 topics to be addressed include –How we are empowering women with our advocacy actions and service programs, advocacy and United Nations and Zonta. It is also likely that there will be presentations on membership and financial matters. There are also always some club presentations.

The Governor attends all area meetings, with often other District Officers attending and presenting e.g. Lieutenant Governor and Treasurer.

It is recommended that area meetings be fully supported by a registration fee, which includes the cost of the luncheon. The fee does not include costs of the registration fee, travel or accommodation expenses of the presiding area director and the governor (or her/his designee); these expenses should be paid by the district. Overnight accommodations for members attending the meeting are not included in the registration fee.

The local club is encouraged to seek sponsorship to keep the registration fee at a reasonable level. Lunch on Saturday is included in registration, but usually not lunch on Sunday and social events are self-funded. The Saturday evening function would be catered and a set price and may include entertainment or a guest speaker. Often members bring partners, who attend social functions.

RESPONSIBILITIES OF THE AREA DIRECTOR

- Selects a date and a host club for the meeting in cooperation with the governor.
 - *Area 2 meeting 2016 is set for weekend of 9 -10 April*



- Meets/*liaises* with the host club to:
 - View the facility.
 - Check for necessary equipment.
 - Determine the registration fee. Assist with budget preparation (as noted above, the area meeting should be self- supporting).
 - Inform the host club of overnight accommodation needs.

- Prepares the agenda for the meeting, remembering to:
 - Utilize knowledgeable Zontians as session leaders, including the district foundation ambassadors.
 - Prepare materials to be handed out, including a meeting evaluation form.
 - Utilize information from the district and from Zonta International.

- Issues a call to the area meeting in cooperation with the host club which includes:
 - Date
 - Location
 - Name of the host club and contact information
 - Agenda
 - Information on workshops, speakers, etc.
 - Registration information, including cost
 - registration form
 - Accommodations information, including cost *and negotiated discounts and possibility of "home stays"*
 - *Function/dinner costs*
 - *Local attractions*

Note: In some districts, the call is sent to all members of the area; in others, it is sent only to club presidents. In either event, the date of the meeting should be publicized well in advance and the call should be sent as early as feasible and should be posted on the district website.

We usually send to presidents and correspondence secretaries for circulation to all club members, as names and emails of all club members are normally not available to the host club and area director. Advance notice information should be available late 2015. This would include details of date and location and host club. The area director would send this out to clubs and post it on the district website.

A registration form with cost details & details of social events should be available for circulation by early February. The final program may not be available by then, but good if it could be.

- Reports to the district board about the meeting (see suggested Area Meeting Report at the end of this section).

RESPONSIBILITIES OF THE HOST CLUB

- Arranges for

- A meeting place
- Meeting room and seating arrangements
- Equipment, e.g. appropriate AV equipment, microphones, lecterns or podiums
- Registration table
- Hospitality table where refreshments may be served during breaks
- The club president to welcome members to the meeting
- Hotel lodging for the area director, governor (or her/his designee), and any other district officers as requested – *we would usually book our own accommodation, but would like recommendations.*
- *Local guest speaker/presenters – 2 or 3 depending on program. They should address theme of meeting*
- *Thank you gifts for speakers*
- Prepares a budget in cooperation with the area director that includes: *(prepared by early February 2016)*
 - The hire of facility and any equipment
 - *Catering – morning tea, lunch & afternoon tea*
 - Printing costs for the program and other materials *e.g. bags for materials, though often donated*
 - *Name badges*
 - *Speaker gifts*
 - *Evening function costs*
 - *Include sponsorship*
 - *Include in budget options for a day rate, a Saturday evening function cost & a total weekend rate*
- Appoints
 - *An area meeting planning committee*
 - *A committee chairman, who will be the main liaison point with the area director*
 - Finance chairman (usually the club treasurer)
 - Registration chairman, who collects registrations and fees & *keeps the area director informed on registrations*
 - *An MC for the meeting*
 - *Photographer*
- Prepares and emails
 - Call to meeting to area clubs (or all members in area, see above) and other guests as requested by the area director
- Submits
 - A financial report to the area director – *by end of April 2016*

Jan Landsberg

District 22 Area 2 Director

24 July 2015