

Time to think about...

District 29 leadership

Districts in Zonta

Districts = administrative divisions of Zonta International

...they are tasked to...

- **promote** the programs of Zonta International
- **inspire and assist** clubs to implement goal and programs of Zonta International
- **serve as a link** between the clubs in the Districts and the ZI Board and committees

District Functions

Officers/Board

Governor*
Lt. Governor*
Area Directors**
District Treasurer*
District Secretary*

Committees

District Nominating Committee members*
District committees*

Auditors*

*elected by all clubs of the Districts, ** elected by the clubs of the areas

*appointed by the Governor

Job Description Governor

Information of /from Zonta International

- attends Governors Training and occasional calls/meetings
- keeps the International President informed
- keeps ZI headquarters informed (reports prior to Board meetings and after the District Conference)

Gov.

District Board

Voting Member (1 vote)

- District Board D29 | District Conference
- International Convention

Formal prerequisites

- at least 2 years in an elected club office and / or have served as a District Committee Chair, at least 1 year as club president

District Conference

- plans the program
- liaises with International Board representative prior to Conference
- presides at the conference

District management

- presides at D Board meetings
- attends area meetings
- supervises D budget
- appoints committees
- supervises formation of new clubs
- informs D Board & clubs

fall
2025



ZONTA
INTERNATIONAL
DISTRICT 29
EMPOWERING WOMEN
THROUGH SERVICE & ADVOCACY

Time and travel commitment for the Governor

- a couple of hours per week, depending on the period
- Governor's training in Chicago (a couple of days – in person)
 - 2 International Conventions
 - 2 District Conferences (about 4 days each: travel + Friday night until Sunday noon)
 - 4 District Board meetings in the biennium (Friday night until Sunday noon)
 - Area meetings (5 areas, once a year or once a biennium)
- once a year: Amelia Earhart dinners – London and Paris (optional)
 - online meetings once every 1-2 months of 1 hour

Quote by current Governor Christine Mousset

*“The Governors’ orientation in Chicago:
32 Zontians from around the world
gathered in the same room! This is Zonta!”*

Job Description Lieutenant Governor

Information of /from Zonta International

- if offered, attends meetings for Lt. Governors
- in the Gov.'s absence, keeps the ZI President informed

Lt. Gov.

District Board

District Conference

- reports on membership figures and matters

District management

- attends District Board meetings
- performs duties as assigned by the Governor
- in the Gov.'s absence, performs duties of Gov.
- puts a special focus on membership

fall
2025

Voting Member (1 vote)

- District Board D29 | District Conference

Formal prerequisites

- at least 2 years in an elected club office and / or have served as a District Committee Chair, at least 1 year as club president



ZONTA
INTERNATIONAL
DISTRICT 29
EMPOWERING WOMEN
THROUGH SERVICE & ADVOCACY

Time and travel commitment for the Lt. Governor

- a few hours per week, depending on the period

- 4 District Board meetings in the biennium (Friday night until Sunday noon)
- 2 District Conferences (about 4 days each: travel + Friday night until Sunday noon)
if elected as Governor: 1 International Convention and Governors' training in Chicago

- online meetings once every 1-2 months of 1 hour.

Quote by Past Lt. Governor Christine Mousset

“The pleasure of being part of a team at the District level, being in touch with passionate women that I got to know through our discussions at DBM online. I have many memories that have given me great pleasure: the most important are:

- the only face-to-face DB meeting. My first intervention as incoming Governor to transmit and prepare the future biennium with the Zontians of the 2020-2022 and 2022-2024 District Board!”*
- the pleasure I had in the position of Lieutenant Governor was to create close ties with Governor Monika Geise. We got to know each other by working together as well as with the District Board team.”*

Quote by Past Lt. Governor Christine Mousset

- *the pleasure to discover the team with which you will work for two years and to discover the future goals and projects of Zonta International presented by the future international president! All united in our commitments, our convictions and share the same objectives and concerns. This experience of Governor's orientation is unique in the life of a Zontian.*
- *The International Convention is also a defining moment for a Lieutenant Governor as it is the moment when we celebrate friendship, transmission and the Zonta Spirit.”*

Job Description Area Director



Area Management

- plans Area meetings
- holds Area Board meetings
- seeks information from clubs and visits clubs

Voting Member (1 vote)

- District Board D29 | District Conference

Formal prerequisites

- at least 2 years in an elected club office and/or service as a District committee chair, at least 1 year as club president

District Conference

- attends

District management

- acts as liaison between the clubs and the district board
- attends district board meetings

fall
2025

Time and travel commitment for ADs

- a few hours per week (reading material from ZI, communicating with the District and Area Boards, communication with committee leaders and clubs)
- 4 District Board meetings in the biennium (Friday night until Sunday noon)
 - 2 District Conferences (about 4 days each: travel + Friday until Sunday noon)
 - x club visits
- up to 4 area meetings (1 full day + 0.5 days preparation and after-meeting communications each), depending on which area you're in.

Job Description District Treasurer

Information of /from Zonta International

- if offered, attends meetings for (District) Treasurers
- in the Gov.'s absence, keeps the ZI President informed about issues

Treasurer

District Board

District Conference

- reports on District finances
- presents budget

fall
2025

District management

- attends District Board meetings
- prepares budget and administers D finances
- budget will be reviewed by the District Board
- keeps books open to inspection by the Board at all times
- transfers all records to the next Board within 45 days

Voting member (1 vote)

- DistrictBoard D29 | DistrictConference

Formal prerequisites

- at least 2 years in an elected club office and/or service as a District committee chair

Time and travel commitment District Treasurer

- Keeping the finances up to date is not more than 1 hour a week.
- “Changing the bank account to another country and bank has taken more than half a year, due to the fact that it had to be a business bank account for the Stichting District ZONTA International under Dutch law. The Dutch banks are very strict, making sure that the organization is legitimate and will not be laundering money. “
- online meetings once every 1-2 months of 1 hour.

- 4 District Board meetings in the biennium (Friday night until Sunday noon)
- 2 District Conferences (about 4 days each: travel + Friday night until Sunday noon)

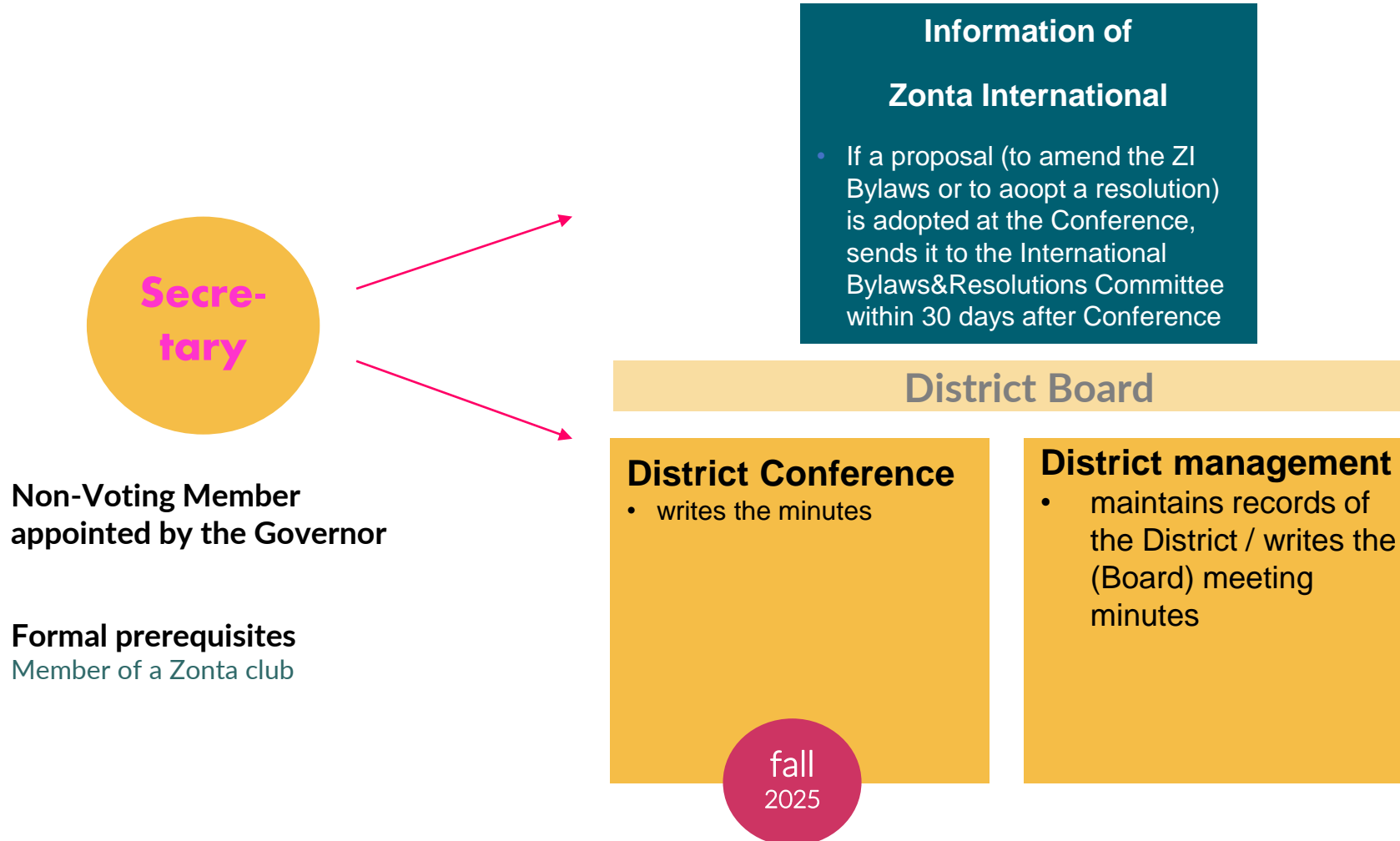
Quote by current Treasurer Siska Kooi

“You are working with fellow Zontians from other countries with as much passion as you have for Zonta and her mission. The fact that you are in a board with different cultures, makes you aware of the differences per country and gives you more inside of problems with women’s rights all over Europe. It is a stimulating environment and brings you new friendships

Special note:

As a treasurer you will work with Excel and a special excelsheet, so knowledge of excel is a pre...”

Job Description District Secretary



**Non-Voting Member
appointed by the Governor**

Formal prerequisites
Member of a Zonta club

Job Description District Nominating Committee (1)

- the only elected committee
- members act independently from the District Board (within the framework of Zonta Bylaws and Manuals)
- while serving, members are not eligible for nomination at District level

Formal prerequisites

- at least 2 years in an elected club office and
- have served in an elected or appointed capacity at the District level

Election

- elected at the District Conference
- the candidates with the highest number of votes will be the Chair
- term will be for 2 years

Tasks

to recruit nominees,

- Lt. Governor (ideally 2)*
- Treasurer (ideally 2)*
- Nominating Committee (ideally 5)**
- Auditors (ideally 3)***

to present the slate

* 1 to be elected, ** 3 to be elected, ***2 to be elected

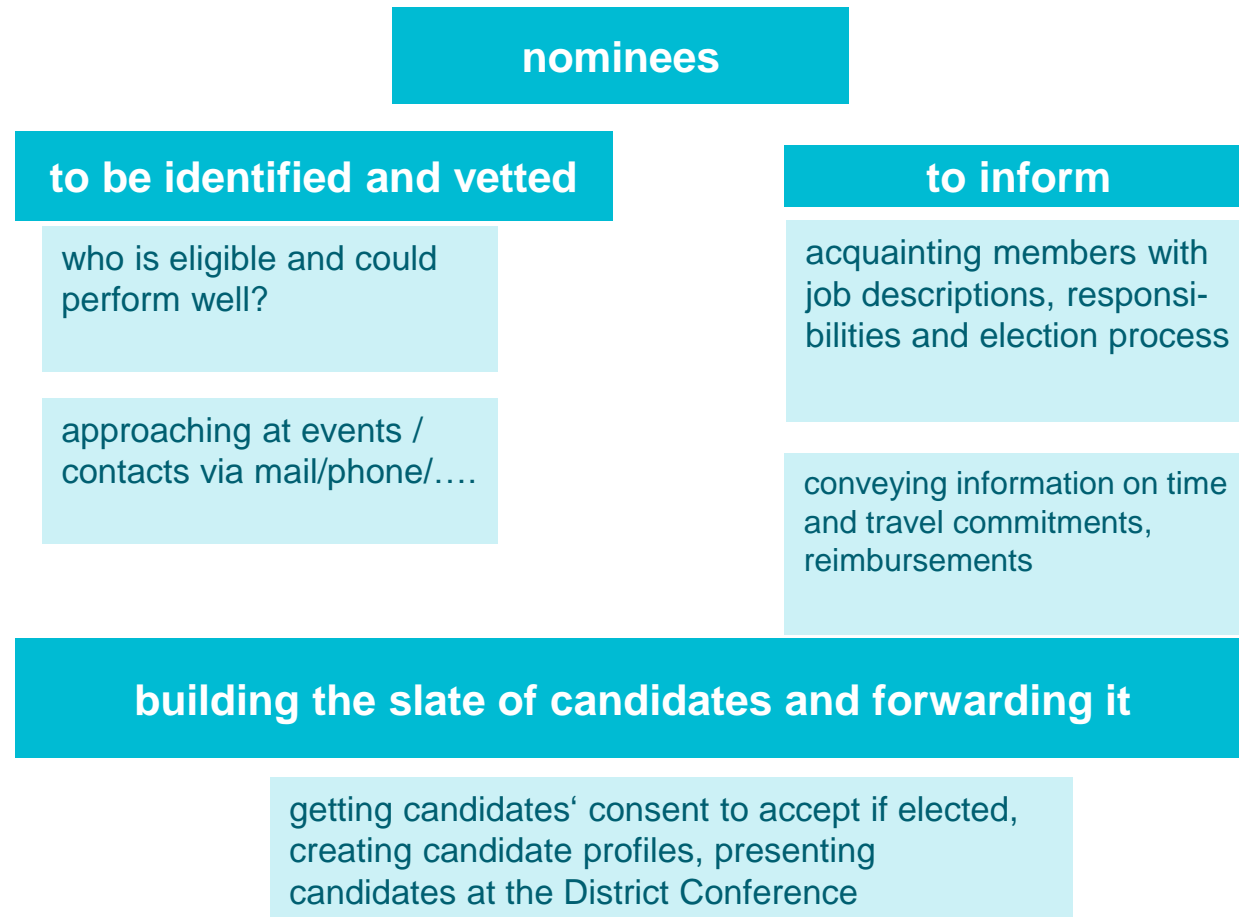
to produce candidate profiles for the voting members

to work with the Int. Nominating Committee

to recruit qualified club members for ZI Board and ZI Nominating Committee

Job description District Nominating Committee (2)

Nomination process



Time and travel commitment

District Nominating Committee

- 2 District Conferences (about 4 days each: travel + Friday until Sunday noon)
 - search for nominees and acquainting Zontians with District leadership (e.g. at area meetings) plus contact with nominees and candidate (30 hours)
-
- about 12 online meetings (15 min. to 1 hour)
 - reviewing and updating Nomination documents (4 hours) and creating additional documents (13 hours)
 - creating input for update of District website (3 hours) and input for newsletters (3 hours)
 - building the slate and creating information on the candidates (estimate 10 hours)
 - 1 or 2 webinars (1 hour each, preparation 3 hrs. each)

Quote from Gaby Brübach, 2020-2022 D29NC

*„We had four candidates for the office of the Lt. Governor and were very happy that so many Zontians were offering to serve in this important function. One of the candidates said:
,I don't know how many candidates there will be. But I want to stand even though I'm not very experienced. I would like to contribute to innovate Zonta.'
I found this very impressive.“*

Job Description and time/travel commitment

Auditors*

Task

- to audit, review or compile the District's financial records,
- to present report at the District Conference

Time

- max. 1 day + 1 day at the District Conference

Travel

- meeting with treasurer (could be by Zoom)
- one (1) auditor's travel to District Conference in 2025 sufficient (2 days)

Formal prerequisites

- certified/chartered public accountant or
- qualified individual
- independent of the District Board

(*not an official Zonta function, but auditing required by Art. XIV, Section 12, ZI Bylaws)

Useful links

D29 Website

<https://zonta-district29.org/>

Zonta International Bylaws

www.zonta.org > My Zonta > Governing Documents and Bylaws

<https://www.zonta.org/images/docs/MyZonta/Governance/Governing%20Documents/ZIBylaws.pdf>

District Manual

www.zonta.org > My Zonta > Manuals

https://www.zonta.org/Web/My_Zonta/Governance/Manuals

Happy to assist you

Ann ann@edqvist.se

Brigitte brigitte.leferink@gmail.com

Susanne susanne.vonbassewitz@online.de