

# **District 15**

# **Club Leadership Manual**

2011-2012

Revised 12/2011

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## CLUB LEADERSHIP CALENDAR

Month	Action Item or Event	Who
JUNE	Pay dues to Zonta International and District - Jun 1 <hr/> Appoint club committee chairs and assign members to committee <hr/> Set goals for the upcoming year with club officers and committee chairs. <hr/> Complete district nomination forms and send to District Nomination Chair (odd years - due July 15) <hr/> Attend Int'l Convention (in Torino, Italy; July 7-12, 2012) Attend North America Inter-District Conference (next one: 2011)	Treasurer <hr/> President <hr/> President <hr/> Club <hr/> Club
JULY	Hold committee meetings to plan for the upcoming year Submit Jane Klausman Women in Business Scholarships by July 1, 2012	Committee Chairs
AUGUST	File Fiscal Year IRS Group Form to IRS by Aug 15 if filing with International >\$25,000 (Oct 15 if filing as a club)	Treasurer
SEPTEMBER	Elect Club delegates for District Fall Conference <hr/> Determine ZI Foundation Club goals for fall conference <hr/> Complete Presidents Packet forms for Fall Conference & submit (Yellow Rose, 30yr Member, President's Parade, Zonta Store, Service of Remembrance)	President <hr/> Board/Club <hr/> President
OCTOBER	File Fiscal Year IRS E-Form 990 online to IRS by Oct 15, <\$25,000 <hr/> File Fiscal Year IRS Group Form to IRS if filing as a club >\$25,000 (by Aug 15 if filing with International) <hr/> Attend District Fall Conference: Oct 14-16, 2010 in Dearborn, MI - ZI Foundation Club Goals due - Eva Mowbray check due (brought to conference)	Treasurer <hr/> Treasurer <hr/> Club
NOVEMBER	Submit Amelia Earhart Fellowship applications to ZI by November 15, 2011	Program Committee
DECEMBER & JANUARY		
FEBRUARY	Elect club nominating committee, if not yet formed <hr/> Submit IRS Group Subordinate Update Form due to ZI	Nominating Committee <hr/> Treasurer
MARCH	Register delegates and alternates for International Convention (Turino Italy 2012) <hr/> Hold elections if not done in April	Secretary <hr/> Nominating Committee
APRIL <u>2012 Workshop</u> Area 4, April 28 Flint II Area 3, April 29 Milford	Submit contributions to Zonta International Foundation <hr/> Hold elections if not done in March <hr/> Attend Area Workshops	Treasurer <hr/> Nom. Committee <hr/> Club
MAY <u>2012 Workshop</u> Area 2, May 5 Grand Rapids Area 1, May 6 Alpena	Attend Area Workshops <hr/> Officer installations <hr/> Submit Club Officer Report to ZI, District 15 Governor, & Area Director	Club <hr/> President <hr/> President

**ZONTA INTERNATIONAL DISTRICT 15  
BOARD MEMBERS 2010-2012**

**GOVERNOR**

Denise Quarles

Zonta Club of Michigan Capitol Area

**LIEUTENANT GOVERNOR**

Karen Armaly

Zonta Club of Detroit I

**TREASURER**

Patty Johnson

Zonta Club of Gaylord

**SECRETARY**

Martha Balfour

Zonta Club of Leelanau County

**PARLIAMENTARIAN**

Sally Randall

Zonta Club of Northwest Wayne County

**DISTRICT 15 AREA DIRECTORS**

**AREA 1**

Lucille Contois  
Zonta Club of the Marquette Area

*Clubs: Alpena, Alpena Tri-County Area, Benzie Area, Charlevoix Area, Gaylord Area, Iron Mt./Kingsford, Leelanau County, Marquette Area, Petoskey Area, Rogers City Area, Roscommon, Sault Ste. Marie Area, and Traverse City.*

**AREA 2**

Cheryl Hall  
Zonta Club of East Lansing

*Clubs: Big Rapids, Cadillac, Grand Rapids, East Lansing, Lansing, Ludington, Michigan Capital Area, Meridian East, Mt. Pleasant, and Owosso*

**AREA 3**

Joy Smith  
Zonta Club of Lenawee Area

*Clubs: Chatham-Kent, Detroit I, Detroit II, Lenawee Area, Metro Detroit, Milford, Northwest Wayne County Area, and Windsor-Essex.*

**AREA 4**

Linda Nabers  
Zonta Club of Southfield

*Clubs: Farmington/Novi, Fenton, Flint I, Flint II, Lapeer Area, Midland, Pontiac-North Oakland, Saginaw, and Southfield, Troy-South Oakland.*

# The Role and Responsibilities of Club Leadership

Strong leadership is crucial to the effective functioning of Zonta Clubs. In setting directions, the club board must propose goals and activities that complement and enhance those of ZI and also inspire club member commitment. Goals and activities should be specific, attainable and effective, to demonstrate clear direction and to focus club efforts. Goals should relate to the Zonta International strategic planning framework.

Highlighted in this document is the role of President and Board. Refer to the Club Manual October 2006, Part 1 Section 2 for roles and responsibilities of President-Elect, Vice President, Secretary, and Treasurer.

## President ~

The President is the chief executive of the club. In conjunction with the club board, the president reviews and aligns club goals and objectives with the long-term and biennium goals of Zonta International and the District. The goals must be discussed with, and approved by, the club members. The membership should be kept fully informed about all relevant Zonta business. The strategic plan for the club should be updated at regular intervals.

### *President's responsibilities to the club and the board of directors include:*

- **Preside at all club and board meetings**
  - Prepare agenda and conduct meeting - follow basic rules of Parliamentary Procedure.
  - Keep Vice President informed of all actions/decisions.
  - Schedule regular board meetings.
  - Present club board recommendations to the club at its next business meeting.
  - Follow 'Leadership Action Plan Calendar'.
  - Inform members of relevant communication from Zonta International, District and other Zonta clubs.
- **Help review and align club goals and objectives**
  - Assist club in aligning goals, objectives and service projects with biennial goals of Zonta International.
  - Review and update short & long term strategic plan.
    - Initiate the development of a strategic plan if club does not have one.
  - Present recommended club goals for approval.

- **Appoint club committee chair and assign/enlist members to committees**

It is recommended that each member be invited to join a committee in order to become involved and share expertise and skills. Refer to the Club Manual (dated Oct. 2006, found on the ZI website) for more information about committees.

- ***Required Committees:***

- **Status of Women Service Committee** – The work of this committee encompasses:

- Zonta International service programs, such as: *Amelia Earhart Fellowships; Current International Service Project(s); Jane M. Klausman Women in Business Scholarships; Young Women in Public Affairs (YWPA) Awards; Zonta International Strategies to Prevent Violence Against Women (ZISVAW).*
    - Local service projects.
    - Local legislative awareness and advocacy.
    - Z and Golden Z Clubs (see the Z and Golden Z Club Manual ([www.zonta.org](http://www.zonta.org))).

### **Organization, Membership and Classification Committee** –

This committee is vital for the future of the club and for the growth of Zonta International. Responsibilities include:

- Recruitment, rejuvenation, revitalization and retention
  - Defining long and short term goals.
  - Develop a plan for retaining current members and recruiting new members.
  - Encourage every member to identify prospective members throughout the year.
  - Identify a mentor for each new member.
  - Evaluate committee progress at least once a year.
- Organization of new clubs using SOM steps – Sponsorship, Organizing and Mentoring.
- Classification – according to the Marian de Forest Membership & Classification Manual.
  - Classification of all members should be reviewed once every biennium.

**Public Relations and Communications Committee** – The work of this committee encompasses:

- Marketing and brand management (promoting and strengthening organization image and identity).
- Internal and external communication.
- Media relations.
- Public relations and communications.
- Archives and history.

**United Nations Committee** – Provides information to club members on ZI's work with the United Nations and its agencies. This information will enhance member awareness of ZI's efforts in advancing the status of women and providing global services.

- Provide up-to-date information on UN.
- Create programs and events within the club and disseminate information.
- Inform your District United Nation's chairman and governor of club activities that highlight UN partnerships.
- Support ratification: the elimination of all forms of discrimination against women; the UN Protocol to prevent, suppress and punish trafficking in persons, especially women and children; and, the efforts of the UN to halt and begin to reverse the spread of HIV/AIDS, and raise awareness about the issue of the use of the umbilical cord blood and stem cells.

**Finance Committee** – In many clubs the treasurer may do the work of this committee.

- Prepare and submit the budget to the club board.
- Present the budget for club approval before the fiscal year.
- Monitor the budget versus actual income and expense.
- Arrange for the club's financial records to be compiled, audited or examined by a qualified person independent of the club board.
- Recommend suitable investments for club funds, as required.
- Report at the annual meeting.

**Nominating Committee** – All clubs are required to have a nominating committee. The nominating committee seeks suitably qualified candidates for elected positions.

- Encourage club members to nominate candidates for the vacant positions.
- Contact prospective nominees, inform them of their duties of office and obtain their consent for nomination.
- Nominate one or more consenting, qualified members for each elective position to be filled at the annual election.
- At club level, members of the nominating committee may be nominated for office.
- Nominate at least three members for the next term's nominating committee.
- Report the slate of officers, directors and, if desired, the candidates for the nominating committee, before the election meeting.
- Maintain confidentiality of discussion of prospective nominees.

➤ ***Optional Committees:***

The club may establish other committees in order to achieve its goals. These committees may include a program committee, attendance committee, fellowship committee, inter-city committee, and newsletter committee. Some clubs also establish a fundraising committee and a leadership development committee.

▪ **Club Advocate**

- Encourage club support of local and Zonta International service projects.
  - Initiatives and action on environmental issues, violence against women, literacy, status of women and women's health through projects and awareness programs.
- Encourage club members to support the Zonta International Foundation.
  - Service guidelines: 2/3 funds support local community projects; 1/3 support International projects.
    - Zonta International Foundation - In the last century women have made great strides in the pursuit of education, careers and leadership roles they were once denied. Zontians seek to encourage women interested in certain careers by providing financial aid in the form of the Amelia Earhart Fellowships, Women in Business Scholarships and Young Women in Public Affairs Awards.

▪ **Club Liaison to the District and International**

- Ensure all conference materials are discussed with members and appointed delegates understand the voting wishes of the club.
- Encourage members to participate in conferences, spring workshops and district activities.
- Encourage and assist members to register on the Zonta International website in order to use tools and resources available for all Zontians. ZI website: [www.zonta.org](http://www.zonta.org)
- Encourage members to view the District website for District-wide events and club information. District website: [www.zonta15.org](http://www.zonta15.org).
- Ensure your club has a website on the District website and that all information remains current. For assistance: contact Joanne Lose at: [jllose@fnba.com](mailto:jllose@fnba.com).
- Ensure club dues are paid on time.
- Send reports as requested by Governor in a timely fashion.
- Send club achievements, newsletters, invitations to events and requests for information to Area Director.
- Make request to Area Director for assistance, if unable to locate information in manuals or on ZI website.
- Maintain a permanent email address with Zonta International.

## **Club Board~**

The club board is elected by the club members to direct the affairs of the club. The club board consists of a president, vice president, secretary and treasurer (the officers) and at least two directors. In its bylaws the club may specify additional directors and additional officers such as a president-elect, first and second vice presidents, recording and corresponding secretaries, and assistant treasurer.

### ***Board responsibilities include:***

- Develop coordinated goals and monitor progress towards their achievement.
- Supervise the affairs of the club between meetings, without conflict with club actions.
- Recommend, but not determine, policy, project and donations for adoption by the club.
- Disseminate ZI program information to all club members.
- Encourage support of ZI and District biennial goals, including encouragement of club and individual contributions to the ZI Foundation funds.
- Approve appointments of committee chairmen submitted by the president.
- Receive reports of the committees and review financial reports.
- Review and approve all individuals proposed for club membership.
- Evaluate unexcused absences and member resignations; approve leave of absence; fill vacancies of any office except that of president.
- Consider the budget(s) and present them to the membership for adoption.
- Ensure that the club fulfills its legal liabilities; that club bylaws are updated and aligned with ZI Bylaws.
- Maintain a policy book.
- Consider awarding club honorary membership to people who have demonstrated distinguished service outside of Zonta.
- Ensure continuity of leadership and understanding of club board duties by meeting with the new, incoming club board prior to its assumption of office.

### **CLUB FORMS AND COMMUNICATIONS**

See the appendix for a sample of the forms listed below. Requests for information may be received directly from International, the District or the Area Director. Your timely response is greatly appreciated. Most forms can also be downloaded from the ZI website.

#### **Reporting Forms:**

Club Officers Report – See Sample 1

IRS Form 990 for Group Filing – See Sample 2

ZI Foundation Contribution Form – See Sample 3

Club member list to ZI and District – See Sample 4

#### **Conference Forms** (the forms below are sent to the President with the Call to Conference)

Credentials Registration Form

Delegate and Alternate voting information

Proxy forms

Zonta International Foundation Club Goals

Membership Recognition (Yellow Rose Award & 30 Year Membership Award)

Zonta Store Request

Service of Remembrance

**Amelia Earhart Fellowship  
Fund**

*Fellowships are awarded on an annual basis to women pursuing PhD/doctoral degrees in aerospace-related sciences and engineering.*

*Your contributions to the Amelia Earhart Fellowship Fund means these talented women can invest in state-of-the-art computers to*

**Jane M. Klausman -  
Women in Business  
Scholarship Fund**

*Contributions from Zontians, Zonta Clubs and friends of Zonta supplement the investment income to make possible six international scholarships of US \$5,000*

**Young Women in Public  
Affairs  
(YWPA) Fund**

*The Foundation has been commending young women for their leadership skills for more than fifteen years. Five awards are provided*

The ZISVAW program will award grants to United Nations agencies or recognized non-governmental organizations for projects that seek to change personal and/or political knowledge, attitudes and behavior contributing to gender-based violence.

Zonta International is dedicated to preventing violence against women through service, education, awareness and advocacy. Zonta is positioned on both the international and local levels as a catalyst for relationship building and information sharing. On the international level, Zonta works to raise awareness and promote

***International Service Projects – 2010-2012***

Women's equality is not yet a reality. Women worldwide face systemized discrimination - they lack opportunities to live healthy lives, free from legal, social, economic and political inequality.

Zonta International empowers women to overcome barriers to their equal human rights through its International Service Projects funded by the Zonta International Foundation.

- *Prevention of Mother-to-Child Transmission of HIV*
- *Safe Cities for Women*
- *Reduction of Obstetric Fistula*

# Sample 1: Club Officers Report Form

**Due Date: 1 May 2011**



Zonta International  
1211 West 22<sup>nd</sup> Street,  
Suite 900  
Oak Brook, IL 60523 USA  
Telephone: +1 630 928 1400  
Fax: +1 630 928 1559  
E-mail:  
memberrecords@zonta.org

The current **Club President** fills out this form. The information must be correct for the upcoming biennium, as some of this information will be used for the next Zonta International Directory. Please email, fax or mail the original form to Zonta International Headquarters and send a copy to the current Governor (or representative designated by the district). Due Date: 1 May 2011

## CLUB OFFICERS CONTACT INFORMATION FORM

*For Term of Office 1 June 2011 - 31 May 2012*

**Zonta Club Name** \_\_\_\_\_

**District Number** \_\_\_\_\_ **Area Number** \_\_\_\_\_ **Club Number** \_\_\_\_\_

**Permanent Club -address (if any)** \_\_\_\_\_

**City/State** \_\_\_\_\_ **Zip/Postal Code** \_\_\_\_\_ **Country** \_\_\_\_\_

**Permanent Club E-mail address** \_\_\_\_\_ **Web site address** \_\_\_\_\_

## PRESIDENT INFORMATION

**Term of office:** From: \_\_\_\_\_ **1 June 2010** \_\_\_\_\_ To: \_\_\_\_\_ **31 May 2011** \_\_\_\_\_

**Last Name/Surname** \_\_\_\_\_ **First Name/Given Name** \_\_\_\_\_

**Mailing address (please check one)** Residence  Business

**Street address** \_\_\_\_\_ **City/State** \_\_\_\_\_ **Zip/Postal Code** \_\_\_\_\_ **Country** \_\_\_\_\_

**Business telephone** \_\_\_\_\_ **Home telephone** \_\_\_\_\_ **Fax telephone** \_\_\_\_\_ **E-mail address** \_\_\_\_\_

## TREASURER INFORMATION

**Term of office:** From: \_\_\_\_\_ **1 June 2011** \_\_\_\_\_ To: \_\_\_\_\_ **31 May 2012** \_\_\_\_\_

**Last Name/Surname** \_\_\_\_\_ **First Name/Given Name** \_\_\_\_\_

**Mailing address (please check one)** Residence  Business

**Street address** \_\_\_\_\_

**City/State** \_\_\_\_\_ **Zip/Postal Code** \_\_\_\_\_ **Country** \_\_\_\_\_

**Business telephone** \_\_\_\_\_ **Home telephone** \_\_\_\_\_ **Fax telephone** \_\_\_\_\_ **E-mail address** \_\_\_\_\_

**Donate online at: [www.zonta.org/ZIFoundation/DonateNow.aspx](http://www.zonta.org/ZIFoundation/DonateNow.aspx) (see form below)**

### One-Time Gift

To make your gift via check, credit card or wire transfer, please download the [donation form](#) and mail the completed form to the appropriate address listed on the form. Or, donate now online, using our secure [online donation form](#).

### Recurring Gift

Conveniently transfer funds directly from your checking or savings account to the Foundation via electronic funds transfer (EFT), or automatically charge your contributions to a credit card. The recurring gift option allows you to direct predetermined amounts to any of the Foundation funds on a monthly or quarterly basis.

To enroll in the Direct Debit\* Recurring Gift option, complete the [Direct Debit Form](#) and attach a voided check from a checking account or a deposit slip from a savings account\*.

To enroll in the Credit Card\*\* Recurring Gift Option, complete the [Direct Credit Form](#).

\*NOTE: This service is currently only available to banks in the US and Canada. Please consult your bank for more information.

\*\*NOTE: Visa or MasterCard Only

### Tribute Gift

A tribute gift is a unique way to honor a friend, relative or fellow Zontian, celebrate a special occasion or memorialize someone who has touched your life. The honoree or family of the honoree will receive a personalized letter notifying them of your special gift.

To make a tribute gift, please complete the mail-in Contribution Form or donate online. Be sure to include the honoree's name, the occasion for which the gift is being made and the name and address of the person who should receive notification of your gift.

### Matching Gift Double Your Donation!

Many employers offer matching gift programs to encourage employees to contribute to charitable organizations. They match contributions made by their employees, and in some cases will also match donations made by spouses, retirees and board members. Certain employers even provide matching funds to support employee volunteer hours. Most companies match contributions dollar for dollar, and some will even double or triple the amount of your gift! This is a simple way to increase the impact of your gift.

To find out if your employer will match gifts to Zonta International Foundation, please check with your company.

If your employer requires an Employer Identification Number (EIN) (i.e. Federal Tax Identification Number), please use 36-3396932

You can mail, fax, or email your completed matching gift form to:

Zonta International Foundation  
Attn: Contributions  
1211 West 22nd Street, Suite 900  
Oak Brook, IL 60523  
Fax: 630-928-1559  
Email: [contributions@zonta.org](mailto:contributions@zonta.org)

If you have any questions regarding matching gifts, please email [contributions@zonta.org](mailto:contributions@zonta.org) or contact Emlyn Bertsche at 630-928-1400, ext. 222.

## Stock Gift

If you are considering making a gift of stock to the Foundation, we encourage you to consult with your financial advisor and contact the [Contributions Coordinator](#).

## Planned Giving

Your planned gift to the Zonta International Foundation today will enable Zonta to continue its efforts to advance the status of women worldwide for generations to come.

There are several ways to make a planned gift to the Zonta International Foundation.

- Marketable Securities
- Charitable Bequests
- Life Insurance
- Life Income Agreements

Should you choose to make a planned gift to the Foundation, you will be welcomed as a member of the Mary E. Jenkins 1919 Society. Please allow the Foundation to recognize your planned gift by completing and submitting the Mary E. Jenkins 1919 Society form.

For more information about planned giving, please contact the Foundation.

Note: The Zonta International Foundation cannot provide legal or financial advice. You are encouraged to meet with your legal representative or financial advisor before making a planned gift.

# Sample 4: Member Report Form



Zonta International  
 1211 West 22<sup>nd</sup> Street, Suite 900  
 Oak Brook, IL 60523 USA  
 Telephone: +1 630 928 1400  
 Fax: +1 630 928 1559  
 E-mail: memberrecords@zonta.org

Check here if Charter Club

SOM Chairman Sign/Date and Lt. Gov. Review

Membership information for new members, reinstated members and charter members will be processed upon receipt of international dues and fees. Please include dues and fees with this form and send a copy of this form to the District Treasurer.

Write District/Area/Club #s Below:

Zonta Club of		
---------------	--	--

Submitted by		Date Submitted
--------------	--	----------------

(Name)

--	--	--

(Address)

(Country)

--	--	--

(Telephone number)

(Fax number)

(E-mail)

Status Code	Spoken Language In Order Of Fluency	Personal Information	Mailing Address	Telephone, Fax & E-Mail (Include City Code)
		(LAST NAME/SURNAME)	(ADDRESS)	BUSINESS:
		(FIRST NAME/GIVEN NAME)	(CITY)	HOME:
		(CLASSIFICATION CODE: 4-digit only)	(STATE/PROVINCE & POSTAL CODE)	FAX:
		(OCCUPATION DESCRIPTION)	(COUNTRY)	MOBILE/CELL:
				E-MAIL :
				DATE OF BIRTHMM/DD/YYYY :
				Gender : <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE

Status Code	Spoken Language In Order Of Fluency	<i>Personal Information</i>	<i>Mailing Address</i>	Telephone, Fax & E-Mail (Include City Code)
				BUSINESS:
		(LAST NAME/SURNAME)	(ADDRESS)	HOME:
		(FIRST NAME/GIVEN NAME)	(CITY)	FAX:
		(CLASSIFICATION CODE: 4-digit only)	(STATE/PROVINCE & POSTAL CODE)	MOBILE/CELL:
		(OCCUPATION DESCRIPTION)	(COUNTRY)	EMAIL :
				DATE OF BIRTHMM/DD/YYYY :
				Gender : <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE
				BUSINESS:
		(LAST NAME/SURNAME)	(ADDRESS)	HOME:
		(FIRST NAME/GIVEN NAME)	(CITY)	FAX:
		(CLASSIFICATION CODE: 4-digit only)	(STATE/PROVINCE & POSTAL CODE)	MOBILE/CELL:
		(OCCUPATION DESCRIPTION)	(COUNTRY)	EMAIL :
				DATE OF BIRTHMM/DD/YYYY :
				Gender : <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE

## ESSENTIAL REFERENCE & COMMUNICATION TOOLS FOR CLUB LEADERSHIP

### ***The Zonta International Website- [www.zonta.org](http://www.zonta.org)***

The International website is the world's link to your club and your club's link to all things Zonta. It is important to make sure every member in your club is registered on the International website. Whether you are looking for a ZI form or member recruitment tools, you'll find it all here. Documents and forms you will find available to download or purchase on the ZI website include:

- Manuals & Bylaws
  - o ZI 2010 Governing Documents Manual
  - o Club Manual
  - o Marian deforest Membership & Classification Manual
  - o ZI Protocol Manual
  - o Z Club or Golden Z Club Manual (if sponsoring a club).
- Membership & Recruitment
- PR Tools

### ***The Zonta District 15 Website- [www.zonta15.org](http://www.zonta15.org)***

The District 15 website is your information resource for what is going on in District 15 – the Zonta clubs within the State of Michigan and the Canadian province of Western Ontario. Your members should be urged to bookmark the D15 website and refer to it often. News of what is happening in and around the District can be found on this site. Plan to contribute your club's events and happenings to the D15 webmaster, Joanne Lose at: [jllose@fnba.com](mailto:jllose@fnba.com). Information you will find available on the District 15 website include:

- Call to Conference
- The Bridge Newsletter
- Link to Zonta Clubs
- Calendar of Events and What's New in District 15!
- District Leadership Contact Information.

### ***Your Club's Website***

One of the most important public relations tools for your club is your website. If you don't have one, don't despair!! Contact the D15 webmaster, Joanne Lose at: [jllose@fnba.com](mailto:jllose@fnba.com) for all your club website needs - from website design to fixes, changes and assistance. Refer to the 'website notes' document on the District 15 website for tips. At a minimum your club website should include:

- Club meeting time and place.
- Service and fundraising projects and events.
- Club officers and directors.
- Calendar of events, the club mission statement and contact email address.

### ***Promoting Your Events- [www.publicdrum.org](http://www.publicdrum.org)***

With Public Drum you enter your events once and with the click of a button send them off to all media sources in your area. With the aggregation tool in Public Drum you can create a calendar of events to post on your club's website, create a widget for social networks such as Facebook or attach in emails to be sent to whomever you would like. Log on to Public Drum and watch the video; start promoting your events today! *Public Drum was first presented at the 2009 Area Spring Workshops.*

### ***Email-***

Effective communication can be done by email. Often times, it is your main link to District information.

- Make sure the District Governor, Lt. Governor and your Area Director have a current and correct president email address so communications can be sent to your club.
- When sending emails to fellow Zontians include the word “Zonta” in the subject box. This will make it clear to the recipient that the email contains important Zonta information.
  - ***Emails from your Area Director contain important information for your club. Please read them as soon possible. If there is a request for information, a prompt reply is appreciated.***

### ***Reports-***


Requests for club reports are a necessary evil. The information gleaned is important in planning future programs, strategies and goals. Information may be requested directly from the Governor, Lt. Governor or your Area Director. Please be prompt in preparing and returning requested information and reports.

### ***Service vs. Advocacy***

Many clubs struggle with the difference between service and advocacy. These distinctions are made very clearly under Tools for Clubs/ Service vs. Advocacy. As a rule of thumb, making, collecting, providing and transporting are examples of service. Supporting legislation, providing education or sponsoring these efforts are examples of advocacy.

To register at the Zonta International Website, follow the directions on the website @www.zonta.org.

← → ↻ [www.zonta.org/Manage/FindYourUserName.aspx](http://www.zonta.org/Manage/FindYourUserName.aspx) ☆ 🔍

 **Zonta International**  
*Advancing the Status of Women Worldwide*

[donate](#) | [locate a club](#) | [contact](#)

[WHO WE ARE](#) | [WHAT WE DO](#) | [ZI FOUNDATION](#) | [MEMBER RESOURCES](#) | [MEDIA & NEWS](#) |  [SEARCH](#)

HOME > MANAGE > FIND YOUR USER NAME

### FIND YOUR USERNAME

To access member resources, please enter the following information and click submit.

We will email your username and instructions for setting your password to the email address specified in your user account.

\* Email

\* First name

\* Last name

\* Zonta club of  Please select your Zonta club from the list provided.

- AACHEN
- AALBORG
- AALESUND
- AALST
- AAN DE LEEDE
- AARHUS
- AARHUS 1996
- ABERDEEN AREA, SCOTLAND
- ABERDEEN, SD
- ABIDJAN

\* Required Field

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## *Keeping the positive momentum going.....*

- ▼ *Keep your **Club Website** current to maintain the professional image of Zonta. Appoint one member of your club to be responsible for updating the site. Consider quarterly deadlines for posting new articles.*
  
- ▼ *Your **Club Brochure** should look professional to portray the professionalism and quality of Zonta International. Distribute to all prospective members. Distribute copies to general public at club functions. Display in area businesses. Include with all media releases.*
  
- ▼ ***Newsletters** should reflect the professionalism and quality of your members. The purpose is to notify, promote, educate, share and report.*
  
- ▼ *Create and utilize a '**Club Display Board**' to promote your Zonta club and Zonta International and to provide information for prospective members and new club members. Display the board at club functions such as prospective member recruitment events and club meetings, whenever guests are present.*

# Club Share

## Service /Fundraising Projects

## Contact Club

- Breast cancer walk – women’s only run, will add men’s run in the future co-sponsored with another local club, encouraged girl scouts to participate, made water pink in area fountain. Alpena
- Women’s Wellness – focus on women’s wellness Cadillac  
Gaylord
- Golf Outing – funds used for scholarships awarded to women Traverse City
- Sights on Success – facilitators address topics of young women, making better choices, self esteem. Guest speakers. Charlevoix
- Literary Delight – three authors featured. Fun event. Charlevoix
- Project Thrive Days for Girls – sewing reusable menstrual pads for girls in Africa so they can attend school regularly. Good club international project. Grand Rapids
- Hospital Book Bags for Literacy – gift bags containing infant books and information stressing the importance of reading to children. Distributed to new moms at local hospital. Gaylord
- Jewelry Raffle – jewelry prizes, funds go to young women – education Roscommon
- Clothing Project – coats and clothing for women at Christmas time Roscommon
- Career Exploration Day – a day to explore careers in math, science and technology through presentations on young women’s health and self-esteem. Audience: 8- grade girls. Leelanau
- Leelanau Health Days – the club funds health exams for women with no insurance or who are under-insured. Leelanau
- Zonta Festival – classes offered on fun activities – from crafts to exercise Benzie
- Breast Cancer Pillows & Cancer Caps – hospitals really appreciate Benzie
- Chocolate & Champagne – purpose: fundraising, promote Zonta, advocacy and mission. Interesting speakers, annual event. Sault Ste Marie
- Pink Poinsettia Sale – proceeds to women’s center at local hospital Ludington
- Zonta Zest – a day for women. Workshops and before & after makeovers Ludington
- Zonta College – help women to improve interview skills and offer clothing to women to wear at interviews. Ludington
- Zonta Z-Tea – target audience: elementary school girls. Moms and grandmas invited to attend. A great PR tool; promotes Zonta. Information provided on scholarships Charlevoix

## Club Share – page 2

- Garage Sale – member items sold. Successful fundraiser. E. Lansing  
Detroit I
- Birthing Kit Project – kit for women in third world countries; women can take the kit with them when they deliver – clean materials/supplies. Would like to partner with another club. Mi. Capitol Area
- Holiday Auction – members solicit items. Baskets are also made by members. Includes food, re-gifted items and live wreaths. E. Lansing
- Tapes for First Time Moms – video instruction on care of babies E. Lansing
- Fall Applefest – good club exposure, bake sale, craft sale. Partner w/pumpkin patch Mt. Pleasant
- Card Making Day – sponsors supply attendees with tools and paper; each table has local card making store. All day event, box lunch supplied. Good fundraiser Chatham-Kent
- Zumba for Zonta – instructor and nutritionist. Healthy lunch provided Metro Detroit
- Big Fat Zonta Wedding – similar to Tony & Tina’s wedding. Local celebrities featured. Lenawee
- 12 Language Cards – focused on informing women about domestic violence resources in 12 different languages. Distributed to places where women frequent. Detroit I
- Women’s Bean Project – fundraising event; soup, salsa and dip packages Farmington-Novii
- Rape Victim Clothing – provide change of clothes for rape victims Pontiac/N. Oakland
- Dance Studio Performance – fundraiser, Dancing with Stars theme Flint I
- Silent Auction – fundraiser for scholarships Owosso
- Head Coverings for Cancer Patients – members cut fabric, sew and deliver Bay City
- Theatre Party – fundraiser for scholarships. Current movie shown, door prizes Southfield
- Glass Slipper Ball – dancing, hors d’oeuvres, auction items. Proceeds to SAFE and women/young girl scholarships. Southfield
- Fantasy Forest – fundraising event. Businesses sponsor food or booth for mile long trick or treating. Lapeer
- Real Benefit – benefit set for non-existent day (June 31), invite everyone to stay home. Donate to club in lieu. Fundraiser Flint II
- Christmas Homewalk – members serve as hostesses in the homes. Each member must sell or buy six tickets. Good fundraiser. Midland
- Minor League Baseball – sell tickets for Loons baseball suite. Tickets \$5/raffled off. Midland

# 2010-2012 Biennial Goals

## 2010-2012 Biennial Goals

The Biennial Goals (35 page document) are located on the Zonta International website on the page highlighted below:

The screenshot shows the Zonta International website with the following elements:

- Header:** Zonta International logo and tagline "Advancing the Status of Women Worldwide". Social media icons for Facebook, LinkedIn, Twitter, YouTube, and a multi-colored icon. Navigation links: donate, locate a club, contact.
- Navigation Bar:** WHO WE ARE, WHAT WE DO, ZI FOUNDATION, MEMBER RESOURCES, MEDIA & NEWS, SEARCH. Sub-navigation: ZI History, Become a Zontian, Leadership and Structure, Financial Information, **Organizational Goals & Results**, Contact Zonta.
- Breadcrumbs:** HOME > WHO WE ARE > ORGANIZATIONAL GOALS & RESULTS
- Main Content Area:**
  - ORGANIZATIONAL GOALS & RESULTS**
  - Organizational Goals**
    - Strategic Plan - A Course for the Future | pdf
    - 2010 - 2012 Biennial Goals | pdf
  - Foundation Contribution Reports - 1 June 2010 to 31 October 2011**
    - Actual vs. Goal | pdf
    - District Ranking | pdf
    - District Comparisons 08-10 to 10-12 | pdf
    - Individual vs. Club Gifts | pdf
  - Board Meeting Highlights**
    - October 2011 | ZI | ZIF
    - June 2011 | ZI | ZIF
    - January 2011 | ZI | ZIF
    - October 2010 | ZI | ZIF
    - July 2010 | pdf
- Footer:** © 2010 Zonta International, FAQs | Sitemap, Privacy Policy | Disclaimer and Copyright

*During the 2010-2012 Biennium, Zonta will provide support to the following service projects:*

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◆ **Prevention of Mother-to-Child Transmission of HIV in Rwanda**

The goal/objective is to prevent mother-to-child transmission of HIV and provide health care, prenatal and obstetrical services, and links to reproductive health programs, nutritional support, psychosocial services and income-generating activities to HIV-positive mothers.

With projects like this, HIV positive women will stay healthier longer and live better more productive lives.

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◆ **Safe Cities for Women Project in Guatemala City, Guatemala and San Salvador, El Salvador**

The *Safe Cities for Women* Project will increase the safety of women in Guatemala City, Guatemala and San Salvador, El Salvador by helping local women collaborate with the local government and urban planners to create practical solutions, public policies, and municipal plans that decrease the risk of violence against women in their cities. The project will build on a larger UNIFEM regional program that is ongoing in four urban areas in Latin America.

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◆ **Reduction of Obstetric Fistula in Liberia**

Obstetric Fistula is devastating to the lives of millions of women around the world, but it is also a highly treatable condition. With properly trained surgeons, well-equipped facilities and the necessary aftercare, the treatment of uncomplicated obstetric fistula has a 90% success rate.

The project goal is to contribute to the elimination of obstetric fistula and the reduction of maternal and newborn mortality and morbidity in Liberia.

## ZONTA INTERNATIONAL HEADQUARTERS

1211 West 22nd Street, Suite 900 Oak Brook, IL 60523, USA  
Phone: 1.630.928.1400 Fax: 1.630.928.1559 www.zonta.org

### FACT SHEET

**Zonta International** is a global organization of executives and professionals working together to advance the status of women worldwide through service and advocacy. Zonta, established in 1919 in Buffalo, New York, USA, has nearly 31,000 members belonging to more than 1,200 clubs in 66 countries and geographic areas. The **Zonta International Foundation**, the philanthropic arm of Zonta International, raises and oversees funds to support and promote Zonta's global service and advocacy programs.

### ZONTA INTERNATIONAL AND THE UNITED NATIONS

**Zonta has Consultative Status** with the: United Nations Economic and Social Council (ECOSOC); United Nations Fund for Children (UNICEF); United Nations Development Fund for Women (UNIFEM); International Labour Organization (ILO); and Council of Europe. Zonta maintains operational relations with the United Nations Educational, Scientific and Cultural Organization (UNESCO), and maintains representatives at United Nations sites in Geneva, New York, Paris and Vienna.

### SERVICE PROJECTS

**International Service Projects** are adopted by delegates to Zonta's biennial Conventions. Past funding through the Foundation International Service Fund has helped UNIFEM improve the health, educational and economic status of women in Argentina, Bangladesh, Botswana, Brazil, Central America, Chile, Comoros Islands, Egypt, Ghana, Guatemala, Honduras, India, Mexico, the Philippines, Sierra Leone, Senegal, Sri Lanka, Thailand, Togo, and Zimbabwe. Our support for UNICEF campaigns has helped to reduce Female Genital Mutilation in Burkina Faso and Maternal and Neonatal Tetanus in Nepal and Afghanistan. Support for the STAR (Strategies, Training, Advocacy, Resources) Network of World Learning, has helped develop efforts to prevent the trafficking of women and girls in Bosnia and Herzegovina, and support for the Afghan Institute of Learning provided educational opportunities and access to healthcare for women and girls. During the **2010-2012 Biennium**, Zonta will provide support the following projects: UNICEF *Prevention of Mother-to-Child Transmission of HIV in Rwanda*, UNIFEM *Safe Cities for Women Project in Guatemala City, Guatemala, and San Salvador, El Salvador* and UNFPA *Reduction of Obstetric Fistula in Liberia within the context of Maternal and Newborn Health*

**Education, Leadership and Youth Development.** The *Amelia Earhart Fellowship Awards* for doctoral study in aerospace-related sciences and engineering, established in 1938 to honor the famed pilot and Zontian, have awarded US\$7 million for 1,297 fellowships to women worldwide. The *Jane M. Klausman Women in Business Scholarship* program enables young women to pursue university-level studies in business management. The *Young Women in Public Affairs Award* Program is designed to encourage more young women to engage in public service. Z Clubs for high school students and Golden Z Clubs for college and university students encourage leadership skills development, career exploration and service.

**Zonta International Strategies to Prevent Violence Against Women (ZISVAW)** provides grants to UN agencies or recognized NGOs for projects that seek to change personal and/or political knowledge, attitudes and behavior contributing to gender-based violence. During the **2010-2012 Biennium**, Zonta will provide support projects in Cambodia, Nepal, Uganda and Haiti.

**Local Zonta Club Projects** are chosen by each Zonta Club to promote the status of women, reflect United Nations emphases and serve the needs of the local community.

# ***Zonta International Q & A***

## **What is Zonta International?**

Founded in Buffalo, New York, USA, in 1919, Zonta International is a global organization of executives and professionals working together to advance the status of women worldwide through service and advocacy.

## **What does Zonta International do?**

Zonta International seeks to:

- improve the legal, political, economic, educational, health and professional status of women through service and advocacy;
- work for the advancement of understanding, goodwill, and peace through a world fellowship of executives in business and the professions;
- promote justice and universal respect for human rights and fundamental freedoms;
- be united internationally to foster high ethical standards, implement service programs, and provide mutual support and fellowship for members who serve their communities, their nations, and the world.

## **How does Zonta International work to advance the status of women?**

Zonta International works to advance the status of women by:

- leading advocacy efforts and acting to improve the lives of women
- promoting strategies to prevent violence against women
- funding scholarships and awards for women of exceptional ability and talent through the Zonta International Foundation
- supporting programs aimed at improving women's health, safety, and economic and political status through funding by the Zonta International Foundation
- encouraging mentorship, friendship and networking among members

## **How is Zonta International structured?**

An individual, a Zontian, is a member of a Zonta Club. Zonta Clubs are members of Zonta International. To ease administration, Zonta International is divided into Districts. Clubs are assigned to Districts based on their geographical location.

Zonta International is governed on a biennial (two-year) basis. Democratically elected directors lead the organization at the Club, District and International levels.

## **Who oversees Zonta International's programs?**

Zonta International programs are developed and administered by Committees and Subcommittees of the Status of Women Service Committee. Committee Chairmen report to the Zonta International Board. Program Committees are also monitored by the Zonta International Foundation Board.

## **Who oversees the funding of these programs?**

The Zonta International Foundation Board oversees the program funds and works closely with the Zonta International Board to ensure coordination of program budgets and plans.

## The Basic Rules of Parliamentary Procedure

### These ten rules form the basis for running an orderly meeting:

1. ***The rights of the organization supersede the rights of individual members.*** The organization has the right to make its own rules which then must be observed by all members. Should a conflict arise between the rights of a member and the rights of the organization to do its business, the rights of the organization prevail.
2. ***All members are equal and their rights are equal.*** These rights are: to attend meetings; to make motions and speak in debate; to nominate; to vote; to hold office.
3. ***A quorum must be present to do business.*** A quorum is the number of members who must be present to legally transact business. The number is usually stated in the bylaws. In a committee or a small board, the quorum is the majority of its members. The purpose of a quorum is to prevent an unrepresentative group from taking action in the name of the organization.
4. ***The majority rules.*** The rule is basic to the democratic process. The minority has the right to be heard, but once a decision has been reached by majority of the members present and voting, the minority must then respect and abide by the decision.
5. ***Silence is consent.*** Those members who do not vote agree to go along with the decision of the majority by their silence.
6. ***Two-thirds vote rule.*** A two-thirds vote is necessary whenever you are limiting or taking away the rights of members or whenever you are changing something that has already been decided.
7. ***One question at a time and one speaker at a time.*** No motion is in order which does not directly relate to the question under consideration. In addition, once a member has been recognized, he has been granted 'the floor' and another member may not interrupt him.
8. ***Debatable motions must receive full debate.*** The presiding officer may not put a debatable motion to vote as long as members wish to debate it. Debate can only be suspended by a two-thirds vote of the members present.
9. ***Once a question is decided, it is not in order to bring up the same motion or one essentially like it at the same meeting.*** Such motions should be ruled out of order. (Note: there is a special class of motions which do bring a motion back to the group, called restorative motions).
10. ***Personal remarks in debate are always out of order.*** The presiding officer must rule all personal remarks out of order. Debate must be directed to motions and not motives, principles and not personalities.

## Parliamentary Procedure At A Glance

<b>To do this:</b>	<b>You Say This:</b>	<b>Rules:</b>
Adjourn a meeting	"I move to adjourn"	No: May you interrupt the speaker? Is it debatable? Can it be amended? Can it be reconsidered? Yes: Do you need a second? What vote is needed: Majority
Call an intermission	"I move to recess for"	No: May you interrupt the speaker? Is it debatable(a) ? Can it be reconsidered? Yes: Do you need a second? Can it be amended? What vote is needed: Majority
Complain about heat or noise, etc.	"I rise to a question of privilege"	No: Do you need a second?, Is it debatable? Can it be amended? Can it be reconsidered? Yes: May you interrupt the speaker? What vote is needed: No Vote
Temporarily suspend reconsidered(b)?consideration of an issue.	"I move to lay the motion on the table"	No: May you interrupt the speaker? Is it debatable? Can it be amended? Can it be reconsidered? Yes: Do you need a second? What vote is needed: Majority
End debate and amendments	"I move the previous question"	No: May you interrupt the speaker? Is it debatable? Can it be amended(c)? Yes: Do you need a second? Can it be reconsidered? What vote is needed: 2/3 vote
Postpone discussion for a certain time	"I move to postpone the discussion until.."	No: May you interrupt the speaker? Yes: Do you need a second? Is it debatable? Can it be amended? Can it be reconsidered? What vote is needed: Majority
Give closer study of something	"I move to refer the matter to committee"	No: May you interrupt the speaker? Yes: Do you need a second? Is it debatable? Can it be amended? Can it be reconsidered(d)? What vote is needed: Majority
Amend a motion	"I move to amend the motion by..."	No: May you interrupt the speaker? Yes: Do you need a second? Is it debatable(e)? Can it be amended? Can it be reconsidered? What vote is needed: Majority
Introduce business	"I move that..."	No: May you interrupt the speaker? Yes: Do you need a second? Is it debatable? Can it be amended? Can it be reconsidered? What vote is needed: Majority
Protest breach of rules or conduct	"I rise to a point of order"	No: Do you need a second?, Is it debatable? Can it be amended? Can it be reconsidered? Yes: May you interrupt the speaker? What vote is needed: No Vote(f)
Vote on a ruling of the chair	"I appeal from the chair's decision"	No: Can it be amended? Yes: May you interrupt the speaker? Do you need a second? Is it debatable? Can it be reconsidered? What vote is needed: Majority
Suspend rules temporarily	"I move to suspend the rules so that..."	No: May you interrupt the speaker? Is it debatable? Can it be amended? Can it be reconsidered? Yes: Do you need a second? What vote is needed: 2/3 vote
Avoid considering an Improper matter	"I object to consideration of this motion"	No: Do you need a second? Is it debatable? Can it be amended? Yes: May you interrupt the speaker? Can it be reconsidered(b)? What vote is needed: 2/3 vote (g)
Verify a voice vote by having members stand	"I call for a division"	No: Do you need a second? Is it debatable? Can it be amended? Can it be reconsidered? Yes: May you interrupt the speaker? What vote is needed: No vote
Request information	"Point of information"	No: Do you need a second? Is it debatable? Can it be amended? Can it be reconsidered? Yes: May you interrupt the speaker? What vote is needed: No vote
Take up a matter previously tabled	"I move to take from the table"	No: May you interrupt the speaker? Is it debatable? Can it be amended? Can it be reconsidered? Yes: Do you need a second? What vote is needed: Majority
Reconsider a hasty action	"I move to reconsider the vote on..."	No: Can it be amended? Can it be reconsidered? Yes: May you interrupt the speaker(h)? Do you need a second? Is it debatable(i)? What vote is needed: Majority

(a)unless moved when no question is pending; (b)affirmative votes may not be reconsidered; (c)unless vote on question has begun; (d)unless the committee has already taken up the subject; (e) unless the motion to be amended is not debatable; (f) unless the chair submits to the assembly for decision; (g) a 2/3 vote in negative is needed to prevent consideration of the main motion; (h)only the speaker has the floor but has not actually begun to speak; (i)unless the motion to be reconsidered is not debatable.

**Zonta Club of \_\_\_\_\_ (your club name)**  
**Project Decision Making Process**

Proposal for a project, committee or goal:

Please write a brief statement for each question along with assigning a point value.

**Scoring: 3 = Yes    2 = Sometimes    0 = No**

1. Does this enhance the status of women? \_\_\_\_\_

2. Does it meet one or more of the objectives of Zonta? \_\_\_\_\_

3. Is this a project that the majority of the club will support and/or participate in? Discussion date \_\_\_\_\_.

4. Do we have the resources (consider people, money and time) to effectively complete the project? \_\_\_\_\_

5. Is the benefit worth the cost? (How will we measure this?)  
Benefit: Good PR, Value to recipient, Income  
Cost: Time-Money-Effort \_\_\_\_\_

6. Is this a need within our community that is not currently being met? \_\_\_\_\_

**Total Points:** \_\_\_\_\_

**Committee or Executive Board Recommendation:**

**Club vote date:** \_\_\_\_\_

**CLUB DECISION:**

## **Zonta Mission Statement**

Zonta International is a global organization of executives and professionals working together to advance the status of women worldwide through service and advocacy.

### **Zonta International seeks:**

- ❖ To provide service at the global and local level;
- ❖ To improve the legal, political, economic, educational, health and professional status of women;
- ❖ To work for the advancement of understanding, goodwill, and peace through a world fellowship of executives in business and the professions;
- ❖ To promote justice and universal respect for human rights and fundamental freedoms;
- ❖ To be united internationally to foster high ethical standards, implement service programs and provide mutual support and fellowship for members who serve their communities, their nations and the universe.

### **Objectives of each individual Zonta Club are:**

- ❖ To stimulate the desire of each member to be of service;
- ❖ To promote good fellowship as an opportunity for service;
- ❖ To quicken the interest of each member in the welfare of the local community and to cooperate with others in its civic, social, commercial and industrial development.

What goals shall the Zonta Club of \_\_\_\_\_ set to meet these objectives?

What strategies will we use to meet our goals and how we will know we have achieved them?

Using our mutually agreed upon decision screen, we will determine our committee and project needs and set goals to move the Zonta Club of \_\_\_\_\_ from good to GREAT!

### **Guidelines**

Does the project measure up to the Zonta Mission?

1. If a project scores low, the Committee/Executive Board can make a recommendation to the club not to support it.
2. The information is shared during a business meeting and a motion is presented to the entire Club for their support.
3. The club takes a vote and the decision is noted in the club meeting minutes for future reference.



# Zonta International Club of \_\_\_\_\_

## BUSINESS MEETING AGENDA

Date: \_\_\_\_\_

Call to order

**Introductions** (*assists all to get to know one another; includes employer/business to make connections*)

**Approve minutes** of the [redacted] meeting

**Correspondence** – (*shared by corresponding secretary, if applicable, or president’s designee*)

**Treasurer’s Report** -- (*copies usually emailed before meeting for review/questions*)

**Old Business** (*any unfinished business from previous meetings*)

**New Business**

- [redacted]
- [redacted]
- Other

**Announcements and Committee Reports**

- District XV Conference Review
- Committee Updates
  - Status of Women Service
  - Organization, Membership & Classification
  - Public Relations & Communications
  - United Nations
  - Finance
  - Program

**Travel Gifts** (*tickets sold to win souvenirs brought by members; supports conference attendance*)

**Adjournment**

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**FUTURE MEETING INFORMATION: (sample)**

**NOVEMBER PROGRAM MEETING:** Time, date, place

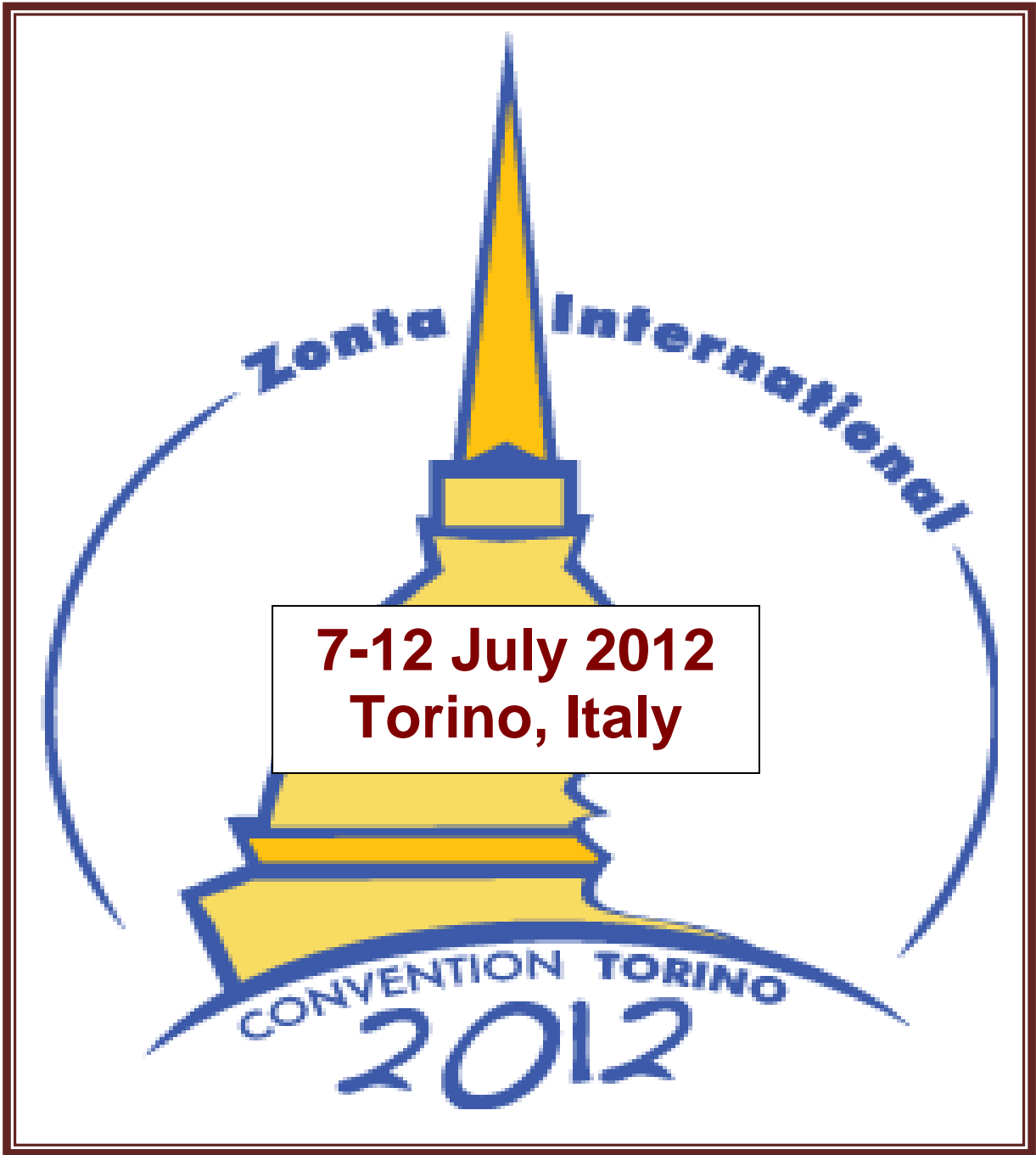
**DECEMBER BOARD MEETING:** noon, **Date, place**

**DECEMBER BUSINESS MEETING:** noon, **Date, place**

**Member Holiday Party:** Time, date, place

**Annual Service Project,** Time, date, place

**Strategic Planning Event and Brunch,** Time, date, place



**7-12 July 2012**  
**Torino, Italy**