

Roles of the Club Officers, Directors & Nominating Committee

A full description of roles can be found in the Zonta Club Manual

President

The President has the following duties —

1. Preside at all meetings of the Association and of the Board and shall be the chief executive officer of the Association.
2. Be a signatory to payment orders and cheques drawn by the Treasurer.
3. Be an ex-officio member of all committees except the Nominating Committee.

President Elect

The President Elect has the following duties —

1. In the absence or inability of the President, to perform the duties of the President.
2. The President Elect may serve as a Chairman of a committee and may carry out any other duties assigned under these rules or by the Board.
3. The President Elect, will be prepared to nominate to succeed the President when the current term of office is completed.

Vice President (if club chooses to elect one)

The Vice President has the following duties —

1. In the absence or inability of the President and President Elect, to perform the duties of the President.
2. The Vice President may serve as a Chairman of a committee and may carry out any other duties assigned under these rules or by the Board.

Secretary

The Secretary has the following duties —

1. deals with the Association's correspondence;
2. consults with the President regarding the business to be conducted at each Board meeting and general meeting;
3. prepares the notices required for meetings and for the business to be conducted at meetings;
4. unless another member is authorised by the Board to do so, maintains on behalf of the Association the register of members, and records in the register any changes in the membership, as required under section 53(1) of the Act;
5. maintains on behalf of the Association an up-to-date copy of these rules, as required under section 35(1) of the Act;
6. unless another member is authorised by the Board to do so, maintains on behalf of the Association a record of Board members and other persons authorised to act on behalf of the Association, as required under section 58(2) of the Act;
7. ensures the safe custody of the books of the Association, other than the financial records, financial statements and financial reports, as applicable to the Association
8. maintains full and accurate minutes of Board meetings and general meetings;
9. carries out any other duty given to the Secretary under these rules or by the Board.

Treasurer

The Treasurer has the following duties —

1. ensures that any amounts payable to the Association are collected and issuing receipts for those amounts in the Association's name;
2. ensures that any amounts paid to the Association are credited to the appropriate account of the Association, as directed by the Board;
3. ensures that any payments to be made by the Association that have been authorised by the Board or at a general meeting are made on time;
4. ensures that the Association complies with the relevant requirements of Part 5 of the Act;

5. ensures the safe custody of the Association's financial records, financial statements and financial reports, as applicable to the Association;
6. coordinates the preparation of the Association's financial statements before their submission to the Association's annual general meeting;
7. provides any assistance required by a reviewer conducting a review of the Association's financial statements under Part 5 Division 5 of the Act;
8. carries out any other duty given to the Treasurer under these rules, by the Board or the Zonta International By-laws.

Director

The directors serve as members of the board. They:

1. attend board and club meetings
2. approve the president's appointments of committee chairmen
3. chair committees, as appointed
4. propose policies, service projects, advocacy initiatives and other actions for the board to consider and recommend to the membership
5. review the draft budget and recommend to the members for approval
6. supervise own expenditures in accordance with the approved budget
7. perform other duties as assigned by the president.

► *Bylaws of Zonta International, Article XIV, Sections 4 and 5 (c)*

Nominating Committee

The board is responsible for the legality of the nominating process, including but not limited to approval of the nomination form, if the club uses one. *ZC Manual p.15*

Duties

1. encourages club members to nominate candidates for elective positions.
2. contacts prospective nominees, informs them of the duties of office and obtains their consent to serve if elected
3. nominates one or more qualified members for each elective position to be filled
4. reports the slate of officers, directors and, if desired, the candidates for the nominating committee, before the election meeting
5. maintains confidentiality of discussion of prospective nominees
6. informs the club president of the slate immediately after the slate is prepared and before the club's election meeting
7. the chairman presents the slate at the club's election meeting or at a prior meeting if required by club rules.

► *Bylaws of Zonta International, Article XIV, Section 8*