

Timeline		Event/Action Required	Who to Action
January	11	Amelia Earhart Day*	All Clubs
February		YWPA follow-up recommended	All Clubs
February/March		Membership Drive recommended	All Clubs
February		Club nominating committee meets to determine slate	Club Presidents & Nominating C/tees
March	8	Zonta Rose Day/International Women's Day*	All Clubs
March	9-10	Area 4 Meeting – West Moreton (2013)	Area 4 Clubs
March	16	Area 1 & 3 Meeting – Brisbane South (2013)	Area 1 & 3 Clubs
Feb/March club mtg		Club nominating committee presents slate	Club Presidents & Nominating C/tees
March	15	ZI emails ZI members' list and invoice to Club Treasurers. (See end note)	Club Treasurers & Membership Chairmen
March 2013	15	Club report due to AD for 1/9/2012 to 28/2/2013	Club Presidents
March	31	District Treasurer emails D22 membership list and invoice to Club Treasurers. (See end note)	Club Treasurers & Club Membership Chairmen
March	31	close Club books for audit (end of ZI financial year)	Club Treasurers
March/April club mtg		Election of Club officers & nominating committee	Club Presidents
April	1	YWPA – Advice of Club recipient due to D22 Governor	All Clubs
April	20-21	Area 5 Meeting – Bowen (2013)	Area 5 Clubs
April	27-28	Area 2 Meeting – Hervey Bay (2013)	Area 2 Clubs
April/May club mtg		Club AGM (See end note).	Club Presidents
May	1	Club Officers Report Form due to ZI and D22 Sec.*	Club Presidents
May	1	Deadline for donations to ZIF for 1 June/31 May year	All Clubs
May		Recommended Club planning meeting for year ahead	Club Presidents & all Members
May		Delegate & Alternate / Proxy forms for Conference sent to all clubs by Credentials Chairman (2013, 2015, etc.)	Club Presidents
May	31	Rec. closing date for Jane M Klausman applications *	All Clubs
May	31	Nominations for District positions due (2013, 2015, etc)	Club Presidents, Members
May	31	End of Zonta year (June 1 to May 31)	Club Presidents & Treasurers
May	31	ZI and D22 fees due (see end note)	Club Treasurers & Club Presidents
May/June		Clubs to submit updated District Directory information	Club Presidents
May/June		Clubs to submit updated Area Directory information	Club Presidents
June	1	New Zonta year begins and new Board takes office	All Clubs
June/July		Zonta International Convention (2014, 2016, etc)	All Members
July	1	Clubs to advise DG re Jane M Klausman club winner *	Club Presidents & JMK Chairmen
July		Elect Club delegate & alternate for conference (2013, 2015, etc)	Club Presidents & all Members
July	31	Return forms for Club Delegate & Alternate / proxy	Club Presidents
August	1	YWPA information available to applicants*	Club Presidents & YWPA Chairmen
September 2013		Club report due to AD for 1/3/13 to 31/8//2013	Club Presidents
September	21	UN International Day of Peace*	D22 UN Coordinator
September	27-29	District 22 Conference (2013, 2015, etc)	All Members
October	11	UN Day of the Girl Child	All clubs
October	24	United Nations Day*	Club UN Chairman & all clubs
November		Membership Drive recommended (half-year dues payable to ZI for period 1 December - 1 June)	All Clubs
November	8	Zonta International's Birthday (94 th in 2013)	All Clubs
November	25	White Ribbon Day & 16 Days of Activism*	All Clubs
December 2013	6	Club report due to AD for 1/9/2013 to 30/11/2013	
December	10	UN Universal Human Rights Day*	All Clubs

Explanatory Notes for Presidents and Treasurers

Membership – Zonta International

- Your club's membership list, according to ZI records, is sent to club Treasurers by ZI on March 15 by email together with an invoice (see Form C below)
- On receipt, check all details and record any changes on Form B (see below)
- Copy the member list, Form C, and Form B (if you have made any changes), to the District Treasurer and to your Club records
- Return the member list, Form C, Form B and payment of international dues in US dollars to ZI by 31 May ensuring that the amount sent matches the number of members

Membership – District 22

- Your club's membership list, according to District 22 records, is sent to Club Treasurers by the District 22 Treasurer on March 31 together with an invoice
- On receipt, check all details and record any changes on the list
- Copy the amended member list to your records
- Return the amended member list and payment of district dues in Australian dollars to the District Treasurer by 31 May ensuring that the amount sent matches the number of members

Form C - Membership Dues Payment Transmittal Form Invoice

This is the invoice for Zonta International member fees

Form B - Member Report Form

This form must be forwarded to Zonta International Membership Records AND District Treasurer not only at the time of paying annual dues but as soon as possible in each of the following circumstances:

- New member
- Termination of membership (including death)
- Transferred member (to or from)
- Reinstated member
- Change of member's name/address
- Club honorary member

Note re AGM

- If audited finances are not available for the AGM, the meeting should be adjourned and re-opened at a later club meeting when the report is available.
- The AGM should not include any general business other than consideration of changes to the constitution/ articles of association.

Member lists sent to ZI and D22 Treasurer must match the dues payment total)