

---

# Looking forward to become Club President?

... or thinking about it?



Some tips, themes and rules  
that may be helpful...





# Part 1

---

Being president - no longer a „Black Box“

1. Zonta structure
2. Expectations and tasks: the Club



Let's open the „Black  
Box“ for Zonta  
Presidents



## To Dos and to Knows

---

The „Black-Box“ is getting gladder 😊



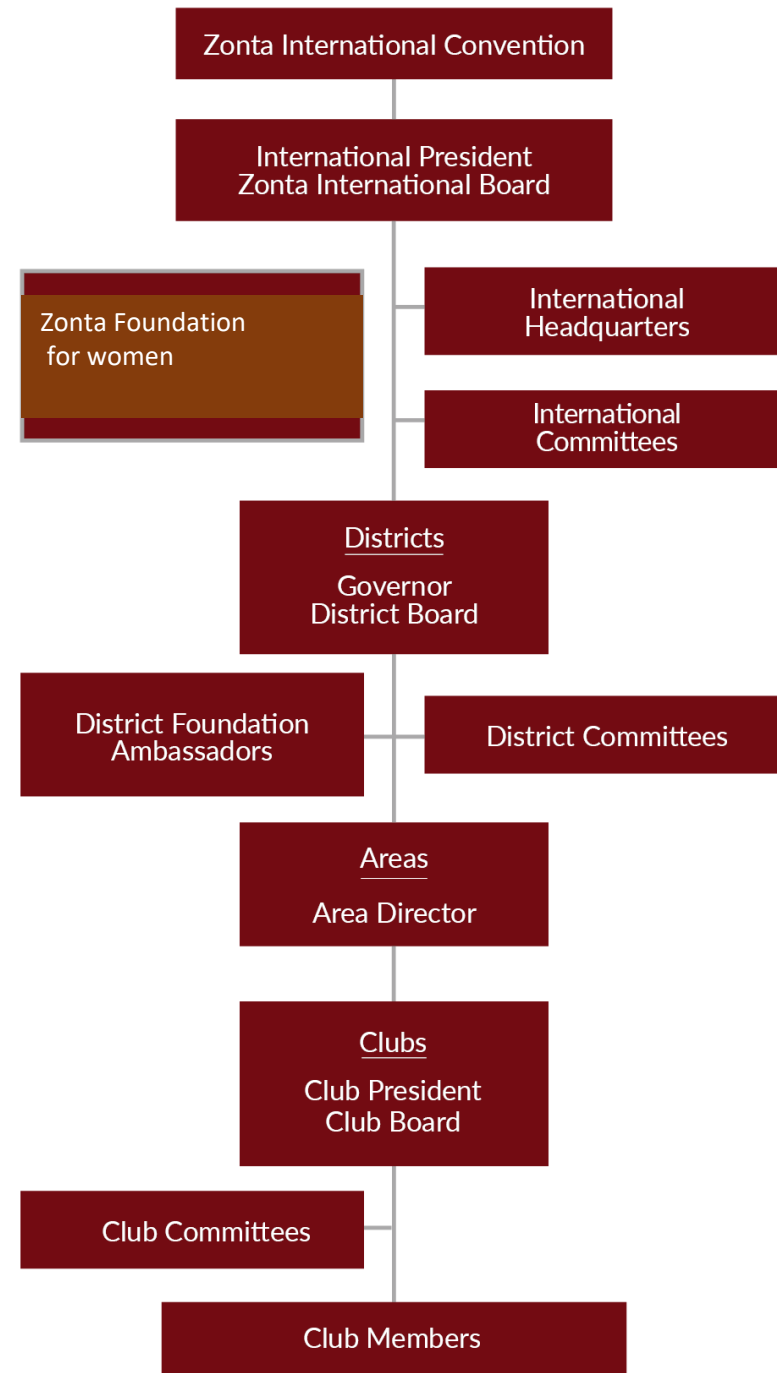
# Structure of Zonta

Helpful Websites:

[www.zonta.org](http://www.zonta.org)

[www.zonta-district29.org](http://www.zonta-district29.org)

Contact: Barbara Manschmidt [leadership@zonta-district29.org](mailto:leadership@zonta-district29.org)



## 2. Expectations & Tasks (1)

---

### Club: Organisation & Leadership

- Invitation to the meetings
- Lead the meeting
- Welcome guests, be thankful...
- Give forward informations of the Area, District, International Level
- Consultations with the Club Board
- and so on...

### and ...

- Accept invitations of other Clubs
- Be present at press events
- Represent your Club
- Invite the present Area Director into a meeting



## 2. Expectations & Tasks (2)

---

### Club: Helpful Soft Skills

- Be the contact person also for personal questions of your Zonta sisters
- Be patient: every Zontian wants to be recognized
- Help solving problems: Don't be afraid: talking about it helps 😊
- Be tolerant – but clear in your opinion
- Have a look at the dynamic of the group
- How feel the members? Ask in a personal way
- Helpful: Rules for dealing with each other
- 
- 



**Coming soon!**

**Part 2**

Starting with a „Black Box“ for presidents

1. Zonta structure
2. Expectations and tasks: the Club
3. Expectations and tasks | further levels
4. How to get support
5. What may the president attend?

