

COMMITTEES FOR 2005=2006

Committee	Description	Chair/Members
Service	The committee reviews all requests for donations and makes recommendations to the Club based on the objects of the Club. This includes further fact finding on the request, arrangement for the cheque. The committee also develops the recommended Service Budget and tracks the actuals throughout the year.	CHAIR – Cherie Duvall Liana Palmerio Donna Kirchenko Marie Oswald
Membership	Arranges membership meetings and follow up with prospective members. Arranges for induction of new members including having pin, new members handbook, flower at induction. Arranges Membership table at all events. Keep membership list up-to-date. Notify District of new member.	CHAIR – Annette Mac Donald Donna Kirchenko Carol Kuri Claire Wallace Heather Kundapar Allison McDonald
Public Relations	Arranges for coverage of special events with the media. Looks for opportunities to enhance Zonta's image within the community. Arranges PR for all events Keeps Web site current.	CHAIR – Catherine Bobesich Louise Poistras Sue Bond

EVENTS

Event	Description	Chair/Members
Diva Day	Arranges for the event including, content of show, venue, participants, sponsors, tickets, food & beverages Fashion show for women including hair, make up and clothing	Chair – Louise Poitras Claire Wallace Heather Kundapar
Gift Wrapping	Arranges for volunteers to cover the shifts at the mall. Ensures there is sufficient wrapping paper ribbons etc.	Chair – Wendy Williamson
IWD	Works with the Mississauga Club to set up event. Carry out duties as agreed upon with the Mississauga Club	Chair – Claire Wallace Marie Oswald
Golf Tournament	Works with organizing committee to set up event, get sponsors, auction items, golfers etc. Set up and run the silent auction the day of the event.	Chair – Sue Bond Liana Palmerio
Relay For Life	Arrange for participants, registration, tent, costumes and participate in Relay for Life event/	Chair – Heather Kundapar Marie Oswald Louise Poitras
Bingo	Arrange for license for the Bingo (twice a year). File the event reports (Monthly). Arrange for Bingo teams. Attend Sponsor Assoc Meeting 4 times a year.	Chair – Sue Bond
Spring Workshop	Working with the Mississauga Club will arrange facilities, speakers, refreshments for Area 1&2 workshop. The content and outline of the workshop is provided by the District Board.	Chair – Sue Bond
Yard Sale	Arrange location, date, advertising.	Chair – Heather Kundapar Annette MacDonald
Talent Money	Individuals may elect to arrange a function, or prepare items for sale where the proceeds are given to the club.h	Individual Volunteers

DUTIES

DUTY	DESCRIPTION	VOLUNTEER
Program	Arrange for guest speakers and events at the monthly meetings throughout the year. Arrange for dinners for monthly meetings (Can be done a year in advance).	Cherie Duvall & Sue Bond
Communication	Prepare a quarterly newsletter and distribute via E-Mail. ECP contact for the District	Heather Kundapar
Archives	Arrange newspaper articles, club photos anything of interest for the next generation and for displays at special gatherings. Takes care of Zonta Banner, Flags, etc.	Claire Wallace
Attendance	E-Mail all members for attendance and verify numbers for dinner. Zonta Blessing cards on tables and collect after.	Louise Poistras
Agenda	Prepare and distribute agenda for the meeting 1 week in advance	Sue Bond
ZCLUB	Interface between Club and school regarding ZClub	Cherie Duvall