



Zonta Australia Committee

Terms of Reference

1 Background

Zonta Australia provides a framework for a collective voice of three Zonta Districts across Australia – District 22, District 23 and District 24.

Zonta Australia encourages Zonta members to cooperate across district borders and engage in advocacy at a national level and works to enable discussion at a national level with national stakeholders and partners.

It works to ensure that decisions and positions are aligned to the Zonta International mission and Biennial Goals and to establish relationships between Zonta and national bodies.

Zonta Australia will be a trusted voice and source of information at the national level.

1.1 Zonta International

Zonta International envisions a world in which women's rights are recognised as human rights and every woman can achieve her full potential. In such a world, women have access to all resources and are represented in decision-making positions on an equal basis with men.

Zonta International is a member-based human rights organisation with a focus on both advocacy and service to deliver on its mission and goals to build a better world for women and girls.

Its international structure is governed by a board and its membership is grouped according to districts which are divided into Districts and areas.

Zonta Australia's biennial goals are aligned with Zonta International's mission and biennial goals.

1.2 Zonta in Australia

In Australia Zonta is made up of clubs across three Districts:

- District 22
- District 23
- District 24

2 Zonta Australia Governance



2.1 Zonta Australia Committee

Role and Responsibilities

The Zonta Australia Committee's key role is to provide a collective voice for advocacy at a national level for Zonta's mission and objectives to build a better world for women and girls.

It:

- Delivers this advocacy according to Zonta International's mission and Biennial Goals
- Establishes relationships between Zonta and national bodies such as, but not limited to Equality Rights Alliance, Office of Women, National Council of Women, WEGA as well as Australian arms of international bodies such as UN Women
- Works collaboratively with all three Districts across Australia to provide a collective voice for Zonta.
- Is an advisory body to Districts on advocacy activity requiring a national approach.
- Listens to Districts and their advocacy priorities and considers incorporation into a national advocacy activity as appropriate.

This way of working aligns according to an information flow and advocacy across the three levels of government and Districts in a Zonta Australia model as shown in **Appendix B**.

The Zonta Australia Committee has a key role to connect international and District advocacy issues and priorities by:

- regular updates to Zonta International to be undertaken by the Committee Chair
- regular updates to District and Area Advocacy chairs by Committee members.

The Zonta Australia Committee does not have directive power over any District or Club activity in relation to advocacy – its role is to be a national voice by coordinating and enhancing advocacy on a national level through collaboration with Districts

Administration

Zonta Australia is not incorporated and is therefore not an entity requiring a constitution.

There is no insurance required because it is not incorporated, and Committee members remain members of their respective Districts and Clubs.

Financial administration

A bank account has been established under the auspices of District 24. Signatories are the D24 governor and D24 Treasurer. Direct donations to Zonta Australia can be made to this account.

All districts will contribute equally to the organisation's costs.

Membership

The Zonta Australia Committee consists of:

- two representatives from each of the three Districts (where possible this should include the District Advocacy Chair)
- District Governors from Districts 22/23/24 as ex officio members

The Committee Chair will be selected by the Committee members and will serve for the term of one Biennium.



If the Committee Chair seeks to stand down during the Biennium, the Committee will select a new Chair.

The District Governors are ex officio members who have a right to attend all meetings but are not expected to attend all meetings. They may choose to attend quarterly or as suits their schedule. They may participate in the Committee's decision-making processes but have no vote.

Tenure of membership

The Committee membership will be renewed each Biennium with the aim to bring in new members but to also maintain continuity. The Committee must continue to have equal representation of two members from each District.

Three members (one representative of each district) will step down at the end of the biennium to facilitate this continuity with these members to be replaced by new members.

The Committee members to stand down will be identified by the Committee and replaced by:

- District Advocacy Chair
- Representative chosen/selected through an EOI or direct request by the incoming District Governor for the new Biennium.

If a committee member seeks to leave the Committee before their term of service, their relevant District Governor will be required to replace the Committee member as per an EOI to District members or a direct approach to a suitable candidate.

Secretary

The Secretary for the Committee will:

- organise meeting times and dates and set up meeting.
- prepare meeting agendas and distribute other documents as required.
- record meeting attendance and action items, and record meeting actions that have been followed through by members.

Meetings

A quorum for the Committee is at least three or more members in attendance.

The Committee will meet monthly, with additional meetings being scheduled if required.

Committee members will be provided with the agenda and any supporting papers prior to meetings. Members are responsible for reading all provided documentation and consulting within their District/Area representatives prior to the meeting to ensure they can make informed contributions.

2.2 Working Group - Communications

Role and Responsibilities

The Communications Working Group's role is to be an advisory group to the Committee.

They will support and guide the Committee on key communications items including:

- Zonta Australia website development and delivery
- Zonta Australia social media
- Zonta Australia key messages
- Zonta Australia presentations
- Engagement plan



Membership

The Communications Working Group will be selected by the Committee and comprise of at least two members of the Committee.

2.3 Working Group – Partnerships and Alliances

Role and Responsibilities

The Partnerships and Alliances Working Group will develop a partnerships plan for the Zonta Australia Committee.

This plan will provide advice on the strategic partnerships and alliances the Committee needs to form, the purpose of these and expected outcomes.

Membership

The Partnerships and Alliances Working Group will be selected by the Committee and comprise of at least two members of the Committee.

Confidentiality and Conflicts of Interest

All members of the Zonta Australia Committee will declare any conflicts or potential conflicts of interest to the Chair prior to the start of each meeting and this will be noted in the minutes.



Appendix A

Zonta Australia Committee – Membership

District	Name and Title	Phone	Email
22	Sandra McLean Zonta Club of Brisbane Inc	0417 764549	Pbsandy31@gmail.com secretary@zontaaustralia.org.au
22	Petra Ladwig District 22 Governor <u>Ex officio member</u>	0412548783	zontad22governor@gmail.com
23	Debbie Schmidt District Governor <u>Ex officio member</u>	0418178143	debschzonta@gmail.com
23	Bridget Mather Zonta Club of Adelaide	0418710643	bridget.mather29@gmail.com admin@zontaaustralia.org.au
23	Lesley Siegloff Zonta Club of Adelaide Flinders	0400682165	lesleyhills.lhs@gmail.com
24	Bernardine Guy District Governor <u>Ex officio member</u>	0418203028	Governor.zontad24@gmail.com
22	Marie Stewart Zonta Club of Redcliffe	0401498185	marie5215@gmail.com
24	Jill Davis Zonta Club Central Coast Inc	0401116078	advocacy.zontad24@gmail.com
24	Dr Janette Curtis Zonta Club Wollongong	0439043930	janettecurtis6@gmail.com
25	Sharyl Scott Zonta Australia UN Bangkok Team representative		sharyl.scott18@gmail.com

Secretariat

Name	Phone	Email
Sandra McLean	0417764540	Pbsandy31@gmail.com

Appendix B

