



Zonta Club Self-Audit (Work-in-Progress)

1. Does the club have a defined/written process for membership and use it?
2. Is membership a topic at each club and Board meeting?
3. Is membership mentioned in every newsletter?
4. Is there a prospect and friends database?
5. Are attendance records for members?
6. Is follow-up done for members who miss meetings?
7. Are records kept on membership events – number attended, invited, joined, program, food, invitations, timing, etc.?
8. Are membership event records used to plan future events?
9. Is an age profile available?
10. Is age profile diverse enough?
11. Does the club use the Roberts participation/satisfaction matrix for forecasting losses and nurturing members?
12. Is the information on the matrix determined through conversations with members about their own participation and satisfaction?
13. Is orientation and ongoing acculturation robust?
14. What percent of members attend seminars?
15. What percent of members attend conferences?
16. What percent of members attend Conventions?
17. Does the club have its own brochure?
18. Does the club have its own application form?
19. What percent of members participate in recruiting?
20. Does the club pay its dues obligations on time to ZI and its District?
21. Does the club keep historical information on its service “footprint?” (\$ and hours)
22. Does the club have a diverse classification profile?
23. Does the club contribute 1/3 of its earnings to the Zonta International Foundation?
24. Do members make donations directly to ZIF? How much?
25. Does the club support member networking?
26. Are meeting programs worthy, timely, related to Zonta’s mission?

27. Does the club have members who are interested in leadership? What percentage?
28. Does the club keep records on losses?
29. What is the average length of membership of lost members?
30. Does the club contact lost members to understand the reasons for losses?
31. Is data retained in the prospects/friends database on former members?
32. What percent of members joining over the last 5 years are still actively participating?