

Zonta International Centennial Anniversary Committee GUIDELINES FOR CLUB HISTORIANS

December 2010

CELEBRATING ZONTA'S 100TH ANNIVERSARY

The Centenary of Zonta International is an opportunity for every club in the Zonta world to celebrate our service and advocacy for women, the focal point being November 8, 2019.

CONSERVING AND INTERPRETING OUR HISTORY

International President Curtis has already asked all District Governors to appoint a District Historian. To support that appointment, it has been recommended that each Club President appoint a Club Historian, a Club Archivist and a small History and Archives Committee, to be chaired by the Historian. The Historian and Archivist could be one and the same person.

ACTION GUIDELINES – Historian, Archivist, and History and Archives Committee

- The role of the club historian is a) to work closely with the archivist to study the club archives with a view to preparing a written history of the Club, b) to chair the Club History and Archive Committee, and c) to prepare reports for the Club President to reach the District Historian in timely manner.
- The role of the club archivist is to collect, review and manage the storage of club archive material such as printed documents, electronic records and objects
- The role of the History and Archives Committee is to support the historian and archivist

Actions that should be taken by the Club Archivist:

- Collect and review the archives of the Club.
 - See Zonta Club Manual October 2006, Part 2 Section 10 pp 95-99 which outlines policies and procedures for retention and disposal of documents (refer ZI website)
 - Ensure that you have complete sets of agendas, minutes, annual reports and newsletters
 - Locate club photograph albums, scrap books and loose photographs: consider scanning those photographs that are only in hard copy
 - Locate the artefacts and treasures. Memorabilia may be scattered in the homes of members and past members. The celebration of this special anniversary is an opportunity to retrieve 'lost' items.
 - Ensure that club archives are stored appropriately. Where records are held in digital format, it is important they they can be 'read' with available hardware

Actions that should be taken by the Club Historian

- Prepare a club history for publication
 - o Work with the archivist to review the material that is available
 - Build data bases of club projects over the lifetime of the club, of clubs members and their years of service, of Club Award winners (i.e. YWPA, etc)
 - Consider interviewing Past Club Presidents, long serving members and past members to collect an oral history that can be preserved on video or audio
 - Review Club minutes, newsletters and annual reports as resource material to provide a 'framework of facts' around which stories can be told.
 - Prepare a club history. With skills in word processing and scanning documents and photographs, a small publication can be printed at little cost, with a few pages about the organisation and charter of the club, a list of club members and office bearers, and summary of club service projects. A more substantial

- commercially printed publication would require careful budgeting and a longer lead time.
- Link local achievements to ZI's international programs and projects supporting women over the past 100 years

Ronda Walker, Liaison to Zonta Clubs Code: Ronda Walker Clubs Liaison December 2010