Grand Haven Woman's Club – Job Description

Position: Immediate Past President **Date: July 2025**

Qualifications:

- **Served as President for one two-year term**

Responsibilities:

- **Conduct in-depth training on reporting to members**
- **Collect hours on a monthly basis as submitted by members**
- **Consolidate volunteer hours by project/category**
- **Develop the Narrative and Statistical reports as defined by GFWC-FL**
- **Organize orientation meeting for potential new members twice a year**
- **Provide workshop and coaching of mentors within the club**
- **Solicit volunteers within the membership (in- good standing to be mentors for new members**
- **Function as additional greeter at monthly meetings to provide direction and assistance to members**
- **Sit with perspective new members at monthly luncheons**
- **Write article for the monthly newsletter when applicable**
- **Serve on ad hoc committees when applicable**
- **Work with Time Reporting designee on a monthly basis to collect volunteer hours, consolidate hours and enter into appropriate project/category**
- **Work with Time Reporting designee in writing narrative and statistical reports**
- **Develop and initiate a mentor program**

Term Limit and Voting Privileges:

- **This position is a two-year commitment**
- **This position has voting rights at monthly board meetings**
- **Attendance at board meetings is necessary to ensure quorum**