

Grand Haven Woman's Club – Job Description

POSITION: Reporting Administrator

DATE: June 2022

QUALIFICATIONS:

- Highly organized and knowledge of MS Word and Excel
- Communication skills
- Knowledge of internet navigation
- Background/Past Experience in computer and networking skills
- Owns a computer (desktop or laptop)
- Must be a member for at least one year in the Grand Haven Woman's Club and in good standing
- Knowledge of Wix website application desired but not necessary

RESPONSIBILITIES:

- Retrieve time reporting information from GHWC website, analyze, consolidate according to CSP projects and integrate with current Monthly Statistical Report spreadsheet
- Communicate Monthly Statistical Report to Board
- Maintain website's CSP Project list as well as other time reporting related documents
- Assist with annual GHWC reporting requirements
- Collect and report her volunteer hours
- Write article for the monthly newsletter when applicable
- Serve on ad hoc committees when applicable

DETAILS:

- Reporting information includes in-kind donations as well as monetary donations
- Communicate reporting due dates to Board
- Provide support in preparation of pie chart information for website

TERMS AND VOTING PRIVILEGES:

- This position is appointed by the President
- This position is a two-year commitment
- This position has voting rights on the Board and attendance at Board meetings is necessary to ensure quorum