

GRAND HAVEN WOMAN'S CLUB

POSITION: HOSPITALITY CHAIR

DATE: June, 2020

QUALIFICATIONS:

- Qualifications specific to the position such as: Communication skills, Organized
- Background/Past Experience needed such as: Event Planning, Menu design
- A member of the Grand Haven Woman's Club for one year and in good standing

RESPONSIBILITIES:

- Select menus (awareness of dietary restrictions) for the general meetings of the GHWC
- Provide Notice Chair the menu(s) in advance
- Coordinate with Fund Raising Chair to ensure adequate table space for monthly fund-raising needs
- Oversee the activities on the day of the meeting and lunch
- Track activities and report at the year as well as in kind donations at regular intervals

TERM LIMIT AND VOTING PRIVILEGES:

- This position is appointed by the President
- This position has voting rights at monthly board meetings
- Attendance at board meetings is necessary to ensure quorum