

## **GRAND HAVEN WOMAN'S CLUB**

**POSITION:** Immediate Past President

**DATE:** June, 2020

### **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 woman's club
- Solicit volunteers within the membership (in- good standing to be mentors for new members)
- Attend state and district meetings when appropriate and necessary
- 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

### **DETAILS:**

- 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