Grand Haven Woman's Club – Job Description

Position: CSP Civic Engagement and Outreach Date: May 2026

Qualifications:

- **Knowledge of local General interest of educational programs within the county and state**
- **A member of the Grand Haven Woman's Club for one year and in good standing**
- **Highly organized and knowledge of word processing and computer skills**
- **Knowledge of International, state and national civic issues and projects**

Responsibilities:

- **Connect members with projects and activities related to civic and social issues**
- **Write article for monthly newsletter when applicable**
- **Serve on ad hoc committees when applicable**
- **Encourage voter registration and encourage members to become educated about candidates and the issues**
- **Support military personnel and their families**
- **The chair person should collect volunteer hours for committee and report hours**

Term Limit and Voting Privileges:

- **This position is appointed by the President**
- **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**