Grand Haven Woman's Club – Job Description

Position: Newsletter Standing Committee Chair
Date: May 2026

Qualifications:

- **Background/Past Experience in or knowledge of publishing a newsletter/magazine**
- **Highly organized and knowledge of MS Word, Excel and PowerPoint, Publisher**
- **Communication 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**

Responsibilities:

- **Produce a monthly (September-May) newsletter for the Grand Haven Woman's Club**
- **Receive, review, edit and organize articles and photos**
- **Coordinate with Executive Committee Members, Community Service Program Chairs, Standing Committee Chair members and Grand Haven Woman's Club members as required on articles, photos and advertisements submitted for publication**
- **Submit completed newsletter to current GHWC President for review and edits**
- **Once corrections and changes are made and approved by Club President, newsletter is submitted to the Notices Chairs for disbursement via email to Club members**
- **Report volunteer hours to the GHWC Reporting Administrator**
- **Serve on ad hoc committees when applicable**

Term Limit and Voting Privileges:

- **This position is appointed by the President**
- **This position is a two-year commitment**
- **This position does not have term limits**
- **This position has voting rights on the Board**
- **Attendance at Board meetings is necessary to ensure quorum**