

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

**POSITION:** Civic Engagement and Outreach

**DATE:** June, 2020

### **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

### **DETAILS:**

- 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