

GRAND HAVEN WOMAN'S CLUB

POSITION: NEIGHBOR TO NEIGHBOR CHAIR

DATE: June, 2020

QUALIFICATIONS:

- Qualifications specific to the position such as: Communication skills, Friendly,

RESPONSIBILITIES:

- Serve as a liaison with Grand Haven HOA and Grand Haven CDD
- Assist with providing Grand Haven information to new residents within our community
- Recruit volunteers and provide training to new ambassadors of the Neighbor to Neighbor committee
- Obtain welcome materials and assemble folders for distribution
- The chair person should collect volunteer hours for committee and report hours.
- Write article for newsletter when applicable

TERM LIMIT AND VOTING PRIVILEGES:

- This position is an appointed by the President