Grand Haven Woman's Club – Job Description

Position: CSP Arts and Culture Chair **Date: May 2026**

Qualifications:

- **General knowledge of arts and culture in the community**
- **Good communications skills**
- **Organized**
- **A member of the Woman's Club for one year and in good standing**

Responsibilities:

- **Encourage members to promote and support art and cultural activities in our community**
- **Plan activities that encourage our membership to explore their own artistic abilities**
- **Collect volunteer hours for committee and report hours**
- **Write article for the monthly Woman's Club newsletter of future activities for the membership to take part in when applicable**
- **Organize and coordinate monthly book club meetings with members from September through May**
- **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 has voting rights at monthly board meetings**
- **Attendance at board meetings is necessary to ensure quorum**