

Grand Haven Woman's Club – Job Description

Position: Communications & Public Relations Chair

Date: July 2025

Qualifications:

- **Have a comprehensive knowledge of GHWC activities and its impact to the community**
- **Must be a member for at least one year in the Grand Haven Woman's Club and in good standing**
- **Highly organized with good writing and communication skills**
- **Knowledge of computer skills, internet navigation and networking skills**

Responsibilities:

- **Enhance the visibility, help with branding, and assist with fundraising outreach.**
- **Coordinate messaging (communications) sent to the Grand Haven community via the Amenities Office**
- **Promote and highlight GHWC contributions and activities via print, radio, social media... in the Palm Coast community.**
- **Enhance an awareness of GHWC brand through its activities and contributions to the Palm Coast community and Flagler County.**
- **Track activities and associated hours and report them monthly**
- **Collect and report volunteer hours and donations of the committee when applicable**
- **Write article for the monthly newsletter when applicable**
- **Provide information to compile the annual Yearbook**
- **Serve on ad hoc committees when applicable**
- **Develop/manage strategic communications (internal/external GHWC communications).**

- **Coordinate all email communications sent to the community (Grand Haven, Palm Coast, and Flagler County) in consultation with the President.**
- **Collaborate with CPS chairs on all announcements and press releases.**
- **Collaborate with the Information Management chair on Facebook and website updates**
- **Collaborate with the Photographer regarding photos for external communications.**

Terms 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**