Grand Haven Woman's Club – Job Description

Position: CSP Environment Chair **Date: May 2026**

Qualifications:

- **General interest of the environment and natural habitat in the area**
- **Good organizational skills**
- **Ability to interact well with diverse personalities**
- **Ability to interact professionally with members of the public and leaders of local organizations**

Responsibilities:

- **Share information with members that will help them gain an appreciation for our environment, especially in our community**
- **Write article for the monthly newsletter about committee activities and/or conservation related topics such as water conservation and natural resources restoration**
- **Organize local activities and field trips which will engage members in understanding the protection and preservation of our environment**
- **Organize and participate in at least two conservation related service projects a year that will benefit the local community**
- **Serve on ad hoc committees when applicable**
- **Educate members about the environmental projects**
- **Select local activities which will engage members**
- **Share information on water conservations, natural resources restoration**
- **Plan field trips to local areas that are related to our environment**
- **The chair person should collect volunteer hours for committee and report hours.**

Term Limit and Voting Privileges:

- **This position is appointed by 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**