

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

**POSITION:** Health & Wellness Chair

**DATE:** June, 2020

### **QUALIFICATIONS:**

- Knowledge of community out-reach programs within the county that provides support and guidance to those in need within the community
- 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

### **RESPONSIBILITIES:**

- Inform members of issues that affect the well-being of individuals, families, seniors and the community at large
- Write article for monthly newsletter when applicable
- Serve on ad hoc committees when applicable

### **DETAILS:**

- Coordinate Family Life Center needs (clothing, food, toiletries, etc.) Maintain a monthly report of donations to the FLC
- Coordinate with Feed Flagler to participate in yearly food drive and other opportunities to assist Feed Flagler throughout the year. Maintain a monthly report of donations to Feed Flagler
- Provide donated materials, gifts, monetary donations to the Giving Store. Maintain a monthly report of donations to the Giving Store
- Provide monthly update of items needed for donations and programs through newsletter, website and EBLAST
- Be aware of communities needs and opportunities
- 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