

Grand Haven Woman's Club – Job Description

Position: Material Girls Chairperson **Date:** September 2024

Qualifications:

- Organized and good communication skills
- Knowledgeable and enjoys crafting, knitting, needlework, etc.
- A member of the Woman's Club for one year and in good standing

Responsibilities:

- Contact local hospitals, schools, government run organizations and county programs to establish what hand-made items the Material Girls (MG) can provide for the community
- Establish monthly dates/times to deliver completed items to community POC's
- Research materials/items that need to be purchased. Submit/request funding through the GHWC budget committee
- Record/keep spreadsheets on items distributed in the community, including the amounts/values in the calculations
- Write article for the monthly newsletter of finished projects and where they were donated when applicable
- Collect volunteer hours for committee and report hours
- Maintain a list of current Material Girl members and friends with their contact information and send out "notice of meeting" each month.
- 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