

GRAND HAVEN WOMAN'S CLUB

POSITION: Second Vice President

Date: June, 2020

QUALIFICATIONS:

- Have a comprehensive knowledge of the GHWC's activities and impact on the member charities
- Have been a member of the GHWC for at least one year and in good standing
- Possess excellent leadership skills

RESPONSIBILITIES:

- Preside at meetings in the absence of the President and First Vice President
- Plan fund raising events that generate revenue
- Write article for monthly newsletter when applicable
- Serve on ad hoc committees when applicable

DETAILS:

- Recruit/retain members of the Fundraising Committee to ensure necessary skill sets are met (graphics, letter writing, creative thinking)
- Develop schedule of fund-raising activities for the year and ensure each activity has a lead volunteer
- Develop budgets for each event to ensure the Club's annual budget is realistic and critique events at conclusion to determine its success and future viability
- Educate committee members about the budget numbers, so that they understand the goals for each activity
- Schedule periodic meetings with the committee to ensure everyone understands timelines for each activity's needs
- Report upcoming activities to the board at monthly board meetings and to membership at each meeting.
- At membership meeting, ensure enough committee members are assigned to represent upcoming/events/activities
- When appropriate, write article for the newsletter regarding fundraising projects
- The chair person should collect volunteer hours for committee and report hours.

TERM LIMIT AND VOTING PRIVILEGES:

- This position is an elected position
- 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