

Grand Haven Woman's Club – Job Description

POSITION: NEWSLETTER Chairperson

DATE: June, 2022

QUALIFICATIONS:

- Background/Past Experience: Knowledge of publishing a newsletter/magazine
- Highly organized and knowledge of MS Word, Excel and PowerPoint, Publisher
- Communication skills
- Knowledge of internet navigation
- Background/Past Experience in computer and networking skills
- Owns a computer (desktop or laptop)
- Must be a member for at least one year in the Grand Haven Woman's Club and in good standing

RESPONSIBILITIES:

- Collect and publish monthly newsletter from articles written by Board members, CSP's and membership
- Email GHWC Board Members to announce deadlines for submission of articles upcoming newsletter and the projected send out date of newsletter
- Collect and report her volunteer hours
- Write article for the monthly newsletter when applicable
- Serve on ad hoc committees when applicable

TERM LIMIT AND VOTING PRIVILEGES:

- This position is appointed by the President
- This position has voting rights on the Board and attendance at Board meetings is necessary to ensure quorum