

GRAND HAVEN WOMAN'S CLUB

POSITION: Corresponding Secretary

Date: June, 2020

QUALIFICATIONS:

- Have a comprehensive knowledge of the GHWC's activities and impact on the member charities
- Must be a member of the Grand Haven Woman's Club for one year and in good standing
- Have good writing skills and highly organized

RESPONSIBILITIES:

- Responsible for performing or delegating Sunshine duties that consist of sending cards to members who are ill, have experienced challenges or death in the family
- Handle general correspondence at the President's direction
- Serve on ad hoc committees when applicable

DETAILS:

- Send cards or emails to members who have had surgery, experienced illness or has had a death in the family
- Develop correspondence to appropriate recipients, as required
- Track activities and associated hours as well as costs related to correspondence
- Order and maintain GHWC stationery and notecards
- Submit paperwork for state and district awards per President's request
- Track activities and associated hours and report at the year as well as in kind donations at regular intervals

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