

Grand Haven Woman's Club – Job Description

Position: Arts and Culture Chairperson **Date:** September 2024

Qualifications:

- General knowledge of arts and culture in the community
- Good communications skills
- Organized
- A member of the Woman's Club for one year and in good standing

Responsibilities:

- Encourage members to promote and support art and cultural activities in our community
- Plan activities that encourage our membership to explore their own artistic abilities
- Collect volunteer hours for committee and report hours
- Write article for the monthly Woman's Club newsletter of future activities for the membership to take part in when applicable
- 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