# Grand Haven Woman's Club – Job Description

**Position: Neighbor to Neighbor Standing Committee Chair**

**Date: May 2026**

## Qualifications:

- **Qualifications specific to the position such as: communication skills, friendly**

## Responsibilities:

- **Serve as a liaison with Grand Haven HOA and Grand Haven CDD**
- **Assist with providing Grand Haven information to new residents within our community**
- **Recruit volunteers and provide training to new ambassadors of the Neighbor to Neighbor committee**
- **Obtain welcome materials and assemble folders for distribution**
- **The chair should collect volunteer hours for committee and report hours.**
- **Write article for newsletter when applicable**

## Term Limit and Voting Privileges:

- **This position is appointed by the President**
- **This position is a two-year commitment**
- **This position does not have term limits**
- **This position has voting rights at the monthly board meeting**
- **Attendance at Board meetings is necessary to ensure quorum**