Grand Haven Woman's Club – Job Description

Position: Budget Standing Committee Chair

Date: May 2026

Qualifications:

- **Knowledge of developing a budget**
- **Experienced with the Grand Haven Woman's Club and general knowledge of the history of the club**
- **Highly organized and knowledge of MS Word and Excel**
- **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:

- **Develop and present budget proposal to board and membership for approval**
- **Convene committee in Spring to determine End of Year allocation of any additional funds**
- **Convene committee in March to develop operational budget for approval at May meeting**
- **Convene budget committee in June of each year to complete the club year's budget (Budget Chair, President, 1st Vice president, 2nd Vice President, Treasurer(s), Past President, immediate past Budget Chair and a person determined by the budget chair**
- **Collect and report her volunteer hours**
- **Write article for the monthly newsletter when applicable**
- **Serve on ad hoc committees when applicable**

Details:

- **Request each recipient charity to provide information indicating how GHWC funds were used by their organization**
- **Convene budget/allocations committee following the last fundraiser of the Club year to determine if there are additional funds raised that can be allocated to charities that qualify. These shall be voted on at April/May board and membership meetings. Develop operating budget for the coming year at this time for approval by board and membership at April/May meetings**
- **Review requests for contributions to new organizations upon the submission of appropriate paperwork, including review by respective CSP chair.**
- **Receive information from each committee Chair as to income and expenses they anticipate for the coming club year**
- **Convene Budget Committee in June to discuss Contributions income and recommended allocations**
- **Publish proposed budget to membership at least 30 days prior to the September membership meeting**
- **Present budget to membership for approval at September membership meeting**
- **Track activities/projects and associated hours and report those at the end of the year as well as in kind donations at regular intervals**

Term Limit and Voting Privileges:

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