Grand Haven Woman's Club – Job Description

Position: CSP Health & Wellness Chair **Date: May 2026**

Qualifications:

- **Knowledge of community out-reach programs within the county that provide support and guidance to those in need within the community**
- **A member of the Grand Haven Woman's Club for one year and in good standing**
- **Highly organized and knowledge of word processing and computer skills**

Responsibilities:

- **Inform members of issues that affect the well-being of individuals, families, seniors and the community at large**
- **Write article for monthly newsletter when applicable**
- **Serve on ad hoc committees when applicable**
- **Coordinate Family Life Center needs (clothing, food, toiletries, etc.) Maintain a monthly report of donations to the FLC**
- **Coordinate with Feed Flagler to participate in yearly food drive and other opportunities to assist Feed Flagler throughout the year. Maintain a monthly report of donations to Feed Flagler. Organize volunteers to weekly assist in providing meals to those in need for Our Father's Table**
- **Provide donated materials, gifts, monetary donations to the Flagler Free Clinic. Maintain a monthly report of donations to the Flagler Free Clinic**
- **Provide monthly update of items needed for donations and programs through newsletter, website and EBLAST**
- **Be aware of community's needs and opportunities**
- **The chair person should collect volunteer hours for committee and report hours.**

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**