

Grand Haven Woman's Club – Job Description

Position: First Vice President

Date: July 2025

Qualifications:

- **Have a comprehensive knowledge of the GHWC's activities and impact on the member charities**
- **Have been a member of the GHWC for at least one year and in good standing**
- **Possess excellent leadership skills**

Responsibilities:

- **Preside at meetings in the absence of the President**
- **Recruit speakers for monthly meetings except December, January and May**
- **Recruit speakers for two Learn and Grow events for members and Grand Haven residents**
- **Assist Immediate Past President and President with annual reporting for GHWC**
- **Write article for monthly newsletter when applicable**
- **Serve on ad hoc committees when applicable**
- **Programs for the club year should be determined by August board meeting so that the programs can be listed on the web-site and newsletter**
- **Coordinate with all CSP's regarding potential speakers**
- **When recruiting speakers, it needs to be determined if they will need audio visual equipment. If audio visual equipment will be used, that needs to be communicated with Hospitality Chair so she can add that to the banquet event order for the meeting.**

- **Notify Notices Chair of any members who should be assigned to the Speaker's Table**
- **Speakers need to understand what time they will begin and the program should last no longer than 30 minutes, including questions/answers.**
- **Speakers should refrain from "advertising their business/practice" as opposed to educating members on the topic**
- **It is customary to invite the speaker to join us for lunch; however, their time constraints may prevent them from being able to do so. It is helpful to determine this in advance so that we don't guarantee (and pay for) a lunch that will not be consumed. Some speakers request to bring a guest. Please limit to one guest**
- **Budget is allocated for programs and first Vice President can make decision regarding the allocation of funds**
- **Two weeks prior to the meeting, it is customary to email the speaker with a reminder and directions. Remember to specify they need to use the Main Gate. Also, remember to contact the Main Gate with their name, etc. It is recommended that they have your cell phone number, in the event an emergency arises that morning**
- **Following the meeting, it is customary to send the speaker an email thanking them for their presentation. If you would like the Corresponding Secretary to do this, you need to communicate to her and provide them with contact information**
- **Needs to be aware of the numerous organizations and agencies within Flagler County**
- **Speakers for the Learn and Grow event need to be selected by August board meeting. Speakers need to be selected who have a vast array of information on a high interest topic.**
- **The Learn and Grow event needs to be scheduled with either the Grand Haven Golf Club or The Village Center**
- **Information regarding the event needs to be sent to the Village Center for an e-blast to be sent to all residents of Grand Haven**
- **Track activities and associated hours and report at the end of the year as well as in kind donation and report 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**