

GRAND HAVEN WOMAN'S CLUB

POSITION: SOCIAL ACTIVITIES CHAIR

DATE: June, 2020

QUALIFICATIONS:

- Qualifications specific to this position such as: Communication skills, organization and knowledge of activities within the community
- Background/Past Experience: Event/Party Planner, Tourism skills

RESPONSIBILITIES:

- Plan social events for membership (Lunches, bus trips, movies)
- Plan an interactive social activity for at least three-monthly general membership meetings
- Develop an activity calendar and post on the web-site and newsletter
- Develop special interest groups to meet the needs of the membership (monthly book talk, games)
- The chair person should collect volunteer hours for committee and report hours.
- Write article for monthly newsletter when applicable

TERM LIMIT AND VOTING PRIVILEGES:

- This position is appointed by the President
- This position has voting rights at monthly board meetings
- Attendance at board meetings is necessary to ensure quorum