Grand Haven Woman's Club – Job Description

Position: Bylaws & Protocol Standing Committee Chair

Date: May 2026

Qualifications:

- **Must be a member in good standing for a minimum of three years**
- **Must have held a Board, CSP Chair or have been a committee member**
- **Knowledge of Bylaws and Protocol**
- **Knowledgeable on history of club as well as precedents contributing to decision making**

Responsibilities:

- **Attend monthly Board meetings**
- **Responsible for maintaining, reviewing and ensure the Bylaws are followed**
- **Should a change to the Bylaws be considered, this will be drafted by the Bylaws Chair and their committee**
- **The necessity of such change will be reviewed. If it is deemed appropriate, they will draft the proposed Amendment**
- **The Bylaws Chair will present the proposed amendment to the Board of Directors for a vote of approval**
- **If passed by the Board, the Bylaws Chair will present the proposed amendment to the general membership for approval**

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 at monthly board meetings**
- **Attendance at board meetings is necessary to ensure quorum**