

Grand Haven Woman's Club – Job Description

Position: Corresponding Secretary

Date: July 2025

Qualifications:

- **Have a comprehensive knowledge of the GHWC's activities and impact on the member charities**
- **Must be a member of the Grand Haven Woman's Club for one year and in good standing**
- **Have good writing skills and highly organized**

Responsibilities:

- **Responsible for performing or delegating Sunshine duties that consist of sending cards to members who are ill, have experienced challenges or death in the family**
- **Handle general correspondence at the President's direction**
- **Serve on ad hoc committees when applicable**
- **Send cards or emails to members who have had surgery, experienced illness or has had a death in the family**
- **Develop correspondence to appropriate recipients, as required**
- **Track activities and associated hours as well as costs related to correspondence**
- **Order and maintain GHWC stationery and notecards**
- **Track activities and associated hours and report at the year as well as in kind donations 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**