Grand Haven Woman's Club – Job Description

Position: Reporting Administrator – Standing Committee Chair

Date: May 2026

Qualifications:

- **Highly organized and knowledge of MS Word and Excel**
- **Communication skills**
- **Knowledge of internet navigation**
- **Background/Past Experience in computer and networking skills**
- **Owns a computer (desktop or laptop)**
- **Must be a member for at least one year in the Grand Haven Woman's Club and in good standing**
- **Knowledge of Wix website application desired but not necessary**

Responsibilities:

- **Retrieve time reporting information from GHWC website, analyze, consolidate according to CSP projects and integrate with current Monthly Statistical Report spreadsheet**
- **Communicate Monthly Statistical Report to Board**
- **Maintain website's CSP Project list as well as other time reporting related documents**
- **Assist with annual GHWC reporting requirements**
- **Collect and report her volunteer hours**
- **Write article for the monthly newsletter when applicable Serve on ad hoc committees when applicable**
- **Reporting information includes in-kind donations as well as monetary donations**
- **Communicate reporting due dates to Board**
- **Provide support in preparation of pie chart information for website**

Terms and Voting Privileges:

- **This position is appointed by the President**
- **This position is a two-year commitment**
- **This position does not have term limits**
- **This position has voting rights on the Board and attendance at Board meetings is necessary to ensure quorum**