Grand Haven Woman's Club – Job Description

Position: Greeter Standing Committee Chair

Date: May 2026

Qualifications:

- **Good communications skills**
- **Enjoys speaking with the Club members**
- **Organized**
- **A member of the Woman's Club for one year and in good standing**

Responsibilities:

- **Have all name tags available before each Board Meeting and General Meeting**
- **Have blank name tags available for guests**
- **Greet each member and their guest if appliable**
- **After each meeting collect name tags and store for next meeting**
- **Acknowledge that some members prefer to keep their name tag for events in between luncheon meetings**
- **Greet and visit with members while collecting their name tags in a pleasant manner at the end of each luncheon meeting**
- **Collect volunteer hours for committee and report hours**
- **Serve on ad hoc committees when needed**

Term Limit 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 at monthly Board meetings**
- **Attendance at Board meetings is necessary to ensure quorum**