

# **Grand Haven Woman's Club – Job Description**

**Position:** Greeter Chairperson

**Date:** September 2024

## **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 applicable
- 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 has voting rights at monthly Board meetings
- Attendance at Board meetings is necessary to ensure quorum