Grand Haven Woman's Club – Job Description

Position: Information Management Standing Committee Chair
Date: May 2026

Qualifications:

- **Qualifications specific to the position such as: IT experience (working knowledge of MS word, excel, PowerPoint, etc.), website maintenance (using Wix platform preferred), owns a computer (desktop or laptop), knowledge of internet navigation and communication skills**
- **Background/Past Experience needed such as: Computer skills, Networking skills**
- **Must be a member of the Grand Haven Woman's Club for one year and in good standing.**

RESPONSIBILITIES:

- **Website – maintain the GHWC website and ensure that all information is current, Coordinate with the President, Board, CSPs and Special Committees to ensure that information is correct and it is updated in a timely manner (i.e. Calendar, Events, Newsletter, Members, Photos, etc.), extract volunteer information (hours and donations) and upload to the website, budget costs for website related applications and ensure payments and upgrades are justified and completed as needed**
- **Reporting – coordinate the collection, preparation and reporting of information**
- **Facebook – ensure appropriate postings to the GHWC Facebook page**
- **Other - maintain or provide support as needed i.e. maintain files, user access and budget costs for cloud storage software (i.e. Dropbox or similar), maintain generic Gmail accounts used by the Board, CSPs, Special Committees, etc., schedule ZOOM meetings as needed and**

maintain application/account, TechSoup – maintain account and upgrade as needed, maintain inventory file of software and hardware

- **Collaborate with the Reporting Administrator regarding the preparation of the volunteer hours and donations pie chart reporting**
- **Collaborate with the Membership chair to ensure that the website E-Directory is updated in a timely manner**
- **Consult with the Board regarding the annual Yearbook/Directory updates. The Yearbook should be available to distribute at the start of the fiscal year (September or October)**

Terms and Voting Privileges:

- **This position is a Standing Committee 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 is necessary to ensure quorum**