Grand Haven Woman's Club – Job Description

Position: Notices Standing Committee Chair
Date: May 2026

Qualifications:

- **Highly organized and knowledge of MS Word, Excel and PowerPoint**
- **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**

Responsibilities:

- **Inform members through an email of the notice of each monthly membership meeting, including the menu, speaker, RSVP as well as other relevant information**
- **Send emails (aka e-blasts) at the request of the President, on an as needed basis**
- **Track attendees at all monthly meetings and provide that list to a variety of Chairs, as requested. The list will be sent out prior to the meeting and will be updated after the meeting indicating those who did not attend.**
- **Following receipt of information from the Hospitality Chair, with menu information, First Vice president with speaker information and Second Vice President with meeting's fundraising activities, create an email to members advising them of notice and requesting response by the RSVP date.**

- **Complete monies received form for any lunch payments made by check or cash and give to Treasurer**
- **Provide final numbers to the Club in time for the club to make final meeting preparations**
- **On meeting day organize check-in activities and ensure that the table numbers provided by the Club have been placed on tables as well as the correct number of chairs**
- **Collect and report her volunteer hours**
- **Write article for the monthly newsletter when applicable**
- **Serve on ad hoc committees when applicable**

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 on the Board and attendance at Board meetings is necessary to ensure quorum**