

Grand Haven Woman's Club – Job Description

Position: Second Vice President

Date: September 2025

Qualifications:

- **Have a comprehensive knowledge of the GHWC's activities and impact on the member charities**
- **Have been a member of the GHWC for at least one year and in good standing**
- **Possess excellent leadership skills**

Responsibilities:

- **Preside at meetings in the absence of the President and First Vice President**
- **Plan fund raising events that generate revenue**
- **Write article for monthly newsletter when applicable**
- **Serve on ad hoc committees when applicable**
- **Recruit/retain members of the Fundraising Committee to ensure necessary skill sets are met (graphics, letter writing, creative thinking)**
- **Develop schedule of fund-raising activities for the year and ensure each activity has a lead volunteer**
- **Develop budgets for each event to ensure the Club's annual budget is realistic and critique events at conclusion to determine its success and future viability**
- **Educate committee members about the budget numbers, so that they understand the goals for each activity**
- **Schedule periodic meetings with the committee to ensure everyone understands timelines for each activity's needs**
- **Report upcoming activities to the board at monthly board meetings and to membership at each meeting.**

- **At membership meeting, ensure enough committee members are assigned to represent upcoming/events/activities**
- **When appropriate, write article for the newsletter regarding fundraising projects**
- **The chairperson should collect volunteer hours for committee and report hours.**

Term Limit and Voting Privileges:

- **This position is an elected position**
- **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**