

Grand Haven Woman's Club – Job Description

Position: President

Date: June 2025

Qualifications:

- Have a comprehensive knowledge of the GHWC's activities and impact on the member charities
- Have an understanding of appropriate highlights to be shared with the GH community and the larger Flagler County community
- Have been a member of the GHWC for at least two years and have served in at least one chair position
- Possess excellent leadership skills
- Knowledge of Parliamentary procedures

Responsibilities:

- Preside at all board and membership meetings
- Appoint Community Service Program Chairs, Standing Committee Chairs and Special Committee Chairs
- Form ad hoc committees as needed to address a specific issue
- Ensure all new committee chairs are knowledgeable about the work of their committees and how they can access additional resources
- Provide direction to the membership to achieve the overall goal of the GHWC for the year
- Write an article for the monthly newsletter
- Work with club photographer(s) to develop coverage at all meetings and special events
- Prepare and disseminate board meeting agendas, once the board members have expressed a need to be on the agenda
- At least one week in advance of monthly meeting email board members with the minutes of the previous month's meeting and a request for them to advise if they need to be on either the board agenda or membership meeting agenda. Once responses are received, compile the agenda and send it out to the board, hopefully by Friday or Saturday prior to the meeting.
- Meet with new committee chairs to ensure they understand their role and encourage them to recruit a committee to assist them
- Notify Membership of a Member's illness or death following established policy