Grand Haven Woman's Club – Job Description

Position: CSP Education and Libraries Chair Date: May 2026

Qualifications:

- **General interest of educational programs within the county and state**
- **A member of the Grand Haven Woman's Club for one year and in good standing**
- **Highly organized and knowledge of word processing and computer skills**

Responsibilities:

- **Inform members of all activities occurring in our Flagler County Public Schools as well as local libraries**
- **Serve as a liaison with the Flagler County Education Foundation and other educational organizations**
- **Write article for the monthly newsletter when applicable**
- **Serve on ad hoc committee when applicable**
- **Contact Flagler County Educational Foundation and introduce yourself as the GHWC education chair**
- **Schedule with the Flagler County Educational Foundation a time for the STUFF BUS to be available for members to donate school supplies, clothes and monetary donations for the school district.**
- **Coordinate information with members regarding the TAKE STOCK in CHILDREN SCHOLARSHIP program so that they are informed of the impact this scholarship has on recipient student and their future. Make sure that money is allocated in the budget for this program.**

- **Confirm with the budget committee that funds have been allocated for two HIGH SCHOOL SCHOLARSHIPS to be awarded at the annual high school scholarship program. The two recipients are to be invited to the May general meeting to be introduced to the membership.**
- **Coordinate with members to volunteer for the annual BOOK SALE.**
- **Duties include: neighborhood captains to collect books, volunteer at the book sale to organize books at the sale and clean up once the sale is completed. Donate unsold books to local charities**
- **Promote literacy through our libraries' programs**
- **Coordinate with the Flagler School District the Bag of Books campaign**
- **The chair person should collect volunteer hours for committee and report hours.**

Term Limit and Voting Privileges:

- **This position is an 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**