GRAND HAVEN WOMAN'S JOB DESCCRIPTION

Position: Material Girls Standing Committee Chair

Date: May 2026

Qualifications:

- **Organized with good communication skills**
- **Takes pleasure in arranging monthly handiwork meetings**
- **General knowledge of sewing and needlework arts**
- **Member of the GHWC for one year and in good standing**

Responsibilities:

- **Contact local organizations and county programs to establish what hand-made items the material girls (MG) can provide to the community**
- **Establish monthly dates/times to deliver completed items to community POCs**
- **Research required materials needed for hand-made items, purchase items and submit "*request disbursement forms*" to the GHWC budget committee**
- **Record/keep spreadsheets on items distributed and their value amounts**
- **Collect committee volunteer/service hours and send monthly reports to the GHWC Reporting Administrator**
- **Maintain a current list of Material Girls contact information and send out "*notice of meeting*" monthly**
- **Serve on ad hoc committees when applicable**

Term Limit and Voting Privileges:

- **Position appointed by the GHWC President**
- **Position is a two-year commitment**
- **This position does not have term limits**
- **Position has voting rights at monthly board meetings**
- **Attendance at board meetings required to ensure quorum**