Grand Haven Woman's Club – Job Description

Position: Hospitality Standing Committee Chair

Date: May 2026

Qualifications:

- **Qualifications specific to the position such as: communication skills, organized**
- **Background/Past Experience needed such as: event planning, menu design**
- **A member of the Grand Haven Woman's Club for one year and in good standing**

Responsibilities:

- **Obtain program speaker information from the 1st VP and coordinate theme/special activities with the President**
- **Work with GHGC to select menus (awareness of dietary restrictions for the general membership meetings**
- **Develop invitation to the membership meeting with speaker information, itinerary and menu and provide this to the Notices Chair, and (Roi) for the website**
- **Coordinate with CSP Chairs to ensure adequate table space in Main Dining Room for monthly needs**
- **Once informed by Notices of the attendance numbers and special dietary requests, provide GHGC with final (guarantee) meal count and table arrangement needs**
- **Provide table seating chart from GHGC to Notices Chair for table seating arrangements**

- **Oversee the activities on the day of the meeting and lunch, including informing GHGC personnel of expected time for lunch service**
- **Process invoice from GHGC once received**

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 at monthly board meetings**
- **Attendance at board meetings is necessary to ensure quorum**

NOTE: Several members are gluten free. Other issues are cheese, seeds, nuts, which I usually request be served on the side. Club can provide gluten free buns, if requested.