

GRAND HAVEN WOMAN'S CLUB

POSITION: Notices Chair

DATE: June, 2020

QUALIFICATIONS:

- Must be a member in good standing for a minimum of one year
- Background/Past Experience needed such as: Computer skills, Networking skills

RESPONSIBILITIES:

- Inform members through an email of the notice of each monthly membership meeting, including the menu and speaker
- Send emails/eblasts at the request of the President, on an as needed basis
- Track attendees at all monthly meetings and provide that list to a variety of chairs, as requested
- Organize the registration table at each meeting and provide lottery table numbers, when appropriate

DETAILS:

- Following receipt of information from the Hospitality Chair, with menu information, First Vice president with speaker information and Second Vice President with meeting's fund-raising activities, create an email to members advising them of notice and requesting response by eight days prior to meeting
- Track responses (Yes or No) and create attendee list that will be provided after the closing date to a selected list of members
- On the Friday before the meeting send out a reminder email to all members who have responded yes.
- Provide final numbers to the Club no later than the Tuesday prior to the membership meeting. Receive table layout from the Club so that lottery numbers can be established with table numbers
- On meeting day, set up the Registration table with complete attendee lists and five stations
- On meeting day, provide numbers for table lottery
- On meeting day, ensure that the Table numbers provided by the Club have been placed on tables with the corresponding number of seats to match the lottery
- Place lottery bags on the tables to collect lottery numbers
- Following registration completion on meeting day, double check each set of check-in sheets and be sure all the money agrees with the totals. Count all of the money prior to turning it over to the Treasurer.

- Following the meeting, email any No Shows informing them that they owe for their lunch and should send their check to the Treasurer
- Submit volunteer hours on a monthly basis

TERM LIMIT AND VOTING PRIVELGES:

- This position is appointed by the President
- 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