

CVWGC Board and Committee Job Descriptions

Job Title: Sunshine Chair

Last Modified: 7/16/2023

General Responsibilities	Specific Duties/Comments	Dates (If Applicable)
Send eCards to members as needed	<ul style="list-style-type: none"> • Using the Birthday information found on the Club website located in the Member Information Center (both This Month's and Next Month's Birthdays), send an eCard to every member on their birthday. <ul style="list-style-type: none"> ○ The Club has a subscription to an online eCard company, Jacquie Lawson (website: https://www.jacquielawson.com/signin). ○ There is a separate document for instructions on how to use the eCard website. • When a new Sunshine Chair is assigned to this position, she will go into the website, log-on using the previous member's log-in information, and then set-up the log-in with her information, not changing the password, just the email address. • Send an eCard to members upon request of a Board Member. These opportunities include, but are not limited to, get well, special events or occasion, thank-you notes, etc. 	As Appropriate

Notes:

-