



# Gulf Coast Garden Club Position Description Form

**Position Name**

**Sunshine Chair**

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Committee Name: Sunshine

## Position Overview:

Responsible for:

- sending out get well cards to members who are ill, in hospital, undergone operations.
- sending out sympathy cards to members who have lost a loved one.
- sending out cards to family member when a member passes.

## Skills/Abilities/Other Requirements:

Familiarity with club members.  
Knowledge of email to receive info when cards are required.

## Essential Position Functions:

- Write and mail cards via regular mail or electronic mail if available.

Print Form

Rev. 12/15