Chair Descriptions
Send Out Card Chair

The Send Out Card Chair is to represent the Woman's Club of Fullerton by sending out cards for occasions such as:
- Member birthdays
- Member get well cards
- Member bereavement cards
- Thank you cards to:
  o Guests who have attended our General Monthly Meetings
  o Those that have presented at our General Monthly Meetings and/or other events
  o Any other occasion that warrants a thank you
  o Work with the Ways and Means Chair as to who sends thank you cards to those who have sponsored or donated to an event or the WCOF
- Welcome card to new WCOF members that join

The Send Out Cards Chair is to do her best to be aware of occasions that a card should be sent.
- Get information from the Membership Chair for:
  o Guests who attend the General Monthly Meetings
  o New WCOF members that join
  o Current WCOF roster with birthday information
- Work with Ways and Means Chair on any cards that the Send Out Card Chair needs to send
- Work with Program Chair to get information on any presenter and/or program at our General Monthly Meetings in which a thank you card should be sent
- Inform the WCOF members that they are to let the President and/or an Executive Board member know when a member is sick and/or going through a hard time
  o Get approval when in doubt whether to send a card out on behalf of the WCOF
  o Always make sure to report out at the Executive Board Meeting and/or by email

The Send Out Card Chair is to keep a binder of all activities to pass on to the next Public Issues Chair.

The Send Out Card Chair is to keep track of volunteer hours, in-kind donation, money donated, and members who have helped with Send Out Cards and send that information to the Dean of Chairs within a month of the activity.

The Send Out Cards Chair shall attend all monthly General Meetings, and Board Meetings. If you can not attend one of the meetings report out to the Dean of Chairs

Note: when a chair or co-chair is not actively engaged in her position she will be asked to step down.