

**GFWC Rotonda West Woman's Club**  
**SUNSHINE COMMITTEE CHAIRMAN**  
**JOB DESCRIPTION**

This Committee could be the responsibility of one-person.

The purpose of this committee is to provide encouragement, get well wishes and condolences to individual members from the GFWC Rotonda West Woman's Club.

Send an appropriate card to members of RWWC and GFWC FL when requested.

Cards include: \*Get Well: for illness or surgery

\*Thinking of You: for minor illness or to  
give encouragement when needed

\*Sympathy: when spouse or immediate family member has passed

\*Purchase the appropriate cards or hand make the cards. Keep track of cost and save receipts if you want to be reimbursed, or state it is donated on your behalf (In kind). Report monetary value if donating or making cards. This will be reported for Year-End.

Keep a record of each card sent. The name of who the card went to, the date sent and the type of card sent.

Keep track of the time to prepare the card for mailing (writing note on card and writing address & preparing envelope), time taken to mail the card (example: time used to go to the mailbox or trip to the post office to mail).

Prepare a brief monthly article to be published in the Chatter newsletter encouraging members to call you or send an email to you when they know of a member in need of a thoughtful greeting.

Be prompt in sending out a card to a member.

Postage stamps and return address labels will be provided to you from RWWC.