

JOB DESCRIPTION (Revised Jan.28, 2016)

HEALTH , WELFARE, and MERCHANDIZING

COMMITTEE CHAIRMAN

FUNCTION: Inform Executive Committee of Illness to any of our members or their spouses and purchase and distribute club clothing

Duties and Responsibilities

- 1 Member of the Executive Committee.
- 2 Maintain Liaison with club members having health problems.
- 3 Mail out health cards to ill members
- 4 Represent the club along with the captain at funerals for club members.
- 5 To see that your budget request is into the treasurer on time.
- 6 To purchase and distribute club clothing as required.
- 7 When term is up see that incoming member is counselled on the responsibilities of the position
- 8 Pass the club Health, Welfare, and Merchandizing Chairman's copy of the Policy Manual to the in-coming Health, Welfare and Merchandizing Chairman at the end of your term of office along with any verbal or written suggestions for the continued success of our club.

TIME TABLE OF EVENTS AND DUTIES

Monthly

1. Report on the health status of members at Executive Committee meetings