

Sunshine

Responsible for sending cards to current members for get well and sympathy.

Responsible for donations from the guild upon the death of a current guild member.

Responsible for recognizing members' birthday in a manner of their choosing.

Maintain a supply of cards and stamps. Submit receipts to Treasurer.

Maintain a current address listing of guild members with birth dates.

Responsible for submitting a report for each newsletter.

On an election year, the outgoing chair is responsible for a report summary of the year's events at the annual meeting. On a non election year, the current chair is responsible for the report for the annual meeting.