

TELEPHONE & SUNSHINE

Budget _____

Members: 5

This committee should have five members to help distribute the responsibilities of adding a little “sunshine and cheer” to our membership.

PROCEDURES:

This committee has the following responsibilities:

1. Calling the membership with changes in plans/meetings as directed by the president.
2. Sending greeting cards to members acknowledging illnesses, deaths or other occasions.
3. Cards should be sent to members when they or members of their family are sick or in the hospital, when there is a death, birth or marriage in the family.
4. The committee should divide the membership list by the number of committee members, so no one person has too many calls to make.
5. Telephone & Sunshine members may be asked to be greeters at each meeting.
6. This committee is responsible for making copies of the newsletter and mailing it to emeritus members and those not able to receive email copy.