

Chair Responsibilities

1. Distribute new books to all members. Welcome them to a new year of serving the Lord!
2. Consider a January welcome letter that introduces yourselves, lists all members, mentions any honorary members who are retiring from service, and highlights the upcoming year: WMF quarterly date and which months for treats between services. **Communication is key so all women feel as if they belong.**
3. Organize between-services treats for your group.
4. Organize every fourth event in the church. The WMF president is responsible for letting you know what has been assigned to your group.
5. Keep an eye on kitchen items running low and communicate needs to Katrina Zeltinger.
6. Attend the four quarterly meetings (March, June, September, December) so you can bring updates back to your group members who do not attend.
7. At the end of the year, provide updates to your group's contact information to whomever is making the new WMF booklets.
8. At the end of the year, tactfully ask older members who have not been able to serve as well if they wish to continue to serve or become honorary members. Consider sending a bouquet of flowers with a note of thanks for their years of service to members who choose to become honorary. We are also hoping to add the honor of giving WMF pins to retiring members.