



# Mountain Garden Club Position Description Form

**Position Name**

**Sunshine Lady**

Date Created: 2/20/2017

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Home Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Committee Name: (If Applicable)

## Position Overview:

The position of the Sunshine Lady is a Special Project Chairperson who is responsible for sending cards to members and their immediate family members who are ill or become deceased.

## Skills/Abilities/Other Requirements:

Good communication skills.

If a member becomes deceased, it has been the responsibility of the Sunshine Lady to organize a book dedication.

## Essential Position Functions:

Reports to the Board an updated list of those individuals who were sent cards.

Reports at the MGC general meetings those individuals who were sent cards.

The Sunshine Lady is familiar with HIPPA, Health Insurance Portability and Accountability Act which also includes the Privacy Rule. This is the protection of health information for an individual. Therefore the Sunshine lady will not announce the illness of the individual or family members. The Sunshine Lady may state whether or not an individual is deceased.

A book dedication is done at the local Library where the member lived. The Sunshine person notifies the family and coordinates the event. This is done by asking the family what type of book the member enjoyed, notification of the Library and coordinating a convenient date for those involved. The MGC general membership is also notified of the event and encouraged to attend.



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**Sunshine Lady**

The Sunshine Lady requests that if anyone knows of a member who should be sent a card to please let her know.

The Sunshine lady is responsible to communicate with the Treasurer about the Budget for the position, stamps, cards, books and submits expenses as needed.

Print Form

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