

Sunshine Chair

Thank you for volunteering for the position of Sunshine Chair, and for accepting this very important responsibility for the club.

As you read through this, please remember that these are only guidelines, and a report of what your predecessors have experienced. If you find something that you would like to change or modify, please feel free to bring it up at a club meeting and see if a solution can be found.

As Sunshine Chair, your primary duties are:

Once a member has joined the club and paid their dues, you will receive a notice from the Membership chair about the new members, giving you their birthdays and anniversary dates. The Membership chair should give you updates when a member does not renew the membership, does not wish to receive cards, or any changes to the members information.

- Send e-cards to club members as appropriate for birthdays, illnesses, anniversaries, and other significant occurrences.
- Currently we are sending e-card thru the Club account with American Greetings. Check with the current treasurer and or previous Sunshine chair to make sure you have the correct email address and password for the High Desert Corvette Club. Currently the Sunshine chair pays with their own credit card (the club does not have one) for the annual fee with American Greetings and then submits for re-imbursement from the Club Treasurer.
- You can schedule cards for upcoming occasions as far ahead as you would like. Currently I only do one month at a time, in case any changes occur.
- At Club Meetings, announce the birthdays and anniversaries for the upcoming month. Birthdays and Anniversaries for the current month could have already occurred due to the timing of the meeting.
- At Club Meetings, remind members to let you know when someone is ill or hospitalized.

The club does not usually send flowers for illness or hospitalizations. Flowers may be sent in the event of a club member's death. The Sunshine chair and the President should communicate on when and if flowers should be purchased.

If you have any questions, please ask the prior Sunshine Chair or your E-Board. Please remember at the end of your term to provide any updates to this information to the outgoing President at least two weeks prior to the Year End Banquet so that they can update the President's Book before giving it to the incoming set of officers.

Again, Congratulations and Thank You!

Revised: January 2025
By: Debbie Scherrer, Sunshine Chair