

March 2023

SUNSHINE LADY

Job Description:

Send cards or notes to members who are ill or have lost a relative, or who need cheering up. A card or note is also sent to the family of a member who has passed away.

Responsibilities:

- When you learn of a member who is ill, who has lost a relative, or who needs cheering up, send them a card or note from the branch. A card or note can be requested by any branch member who is aware of a situation.
- It's good to have cards on hand that express condolences, best wishes for a recovery, or just "thinking of you." Having these on hand allows for a timely response to a request.
- Keep track of expenses, such as purchase of cards, stamps, etc. and turn into the Financial Secretary, with a voucher (available from the branch website) and receipts for the purchases.
- Maintain a notebook that includes your End of Year report and any other useful materials.

Deadlines:

Triad deadline: 15th of the month

End of Year report