



**MPWGA
Sunshine Chair
Job Description
Reviewed: April 2021**

Position: Sunshine Chair

Purpose: Acknowledge special occasions for MPWGA members.

Essential Functions:

1. Use **Blue Mountain** greeting card account to send email greeting cards for birthday and get well wishes.
2. Send condolence cards through regular mail with a hand written note to let members know that their friends at MPWGA are thinking of them and are here to give support.