



MPWGA  
Sunshine Chair  
Job Description  
Reviewed: January 2025

**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.