

## LAKES WEST WOMEN'S GOLF ASSOCIATION

### Policies and Procedures

#### 12) SUNSHINE CHAIR

The primary responsibility of the Sunshine Chair is to keep abreast of any illness or distress among Lakes West members and their families. On behalf of Lakes West WGA, she sends get-well and condolence cards to any members who are ill or who have lost a loved one.

Recommend asking LW member's permission before communicating such situations to entire LWWGA membership. If the member would like to share their information the Sunshine Chair should also post notices on the bulletin board and put on LWWGA Website to inform members.

To allay expensive postage fees to Canada or other locations outside the United States, cards to those members should be sent to their email address using [www.123greetings.com](http://www.123greetings.com).

The Sunshine Chair should keep track of funds spent for stamps and cards and submit a statement to the Treasurer for reimbursement as appropriate.

(Reviewed 1/24)