

Job Description for Secret Sister Committee
Chairwoman
Updated 11/12/05

Requirements

- Appointed by the Women's Ministries Chairwoman with the approval of the executive board
- Will serve a 1 year term. May be reappointed for several terms
- Needs to be someone who is NOT participating in the current Secret Sister exchange.

Duties

- Must select her own committee members.
- Will act as a liaison between the Secret Sisters and the Women's Ministries executive board.
- Promote and get ladies involved with Secret Sisters.
- At the proper time, she is to be in charge of making, passing out, and collecting Secret Sister forms.
- Revise the form as needed.
- Run the reveal and drawing of Secret Sisters.
- Be in charge of the Secret Sister list.
- Answer questions, give suggestions, and resolve complaints.
- Periodically remind participating Secret Sisters of their commitment.
- Keep the Secret Sister table looking nice.
- Contact those who's gifts accumulate. (ASAP if perishable)
- Print and pass out "REASONS" calendars, update as needed.
- Write notes of encouragement to those NOT participating in Secret Sisters.

If you are interested in this position please contact Judy Bishop for details!