

## **Job Description - Chairman of the Sunshine Committee**

Purpose: To act on the behalf of the GPCA Membership in expressing sympathy, condolences, get well wishes etc. to club members who have lost a loved one or pet, had surgery or required hospitalization for an illness.

Required Action:

1. Flowers/planter or a donation will be sent when a club member has lost an immediate family member. Immediate family member refers to a child, spouse, parent or significant other. Maximum cost or donation shall not exceed \$70.00. This cost may be adjusted by the Board in the future if floral costs increase significantly.
2. Appropriate cards will be sent in the case of illness, surgery, birth, injury or loss of a pet. Cards would be sent in the event of the death of a family member not covered in guideline #1.
3. Create a member network to inform the Sunshine Chair of members that meet the requirements to receive benefits from the Sunshine Committee. All GPCA members are considered members of the Sunshine Committee and should notify the Chair when they know of a fellow member in need of "sunshine".
4. The Chair will supply our Specialty Show Chair with the names of any member who has died in the previous year, so that a dedication in the deceased's name can be placed in the National Specialty show catalog.
5. Keep the Board and webmaster updated with any changes to the Chair's phone number or email address.
6. The Chair will submit a quarterly report each quarter for publication in the Pinscher Press. The report should include condolences to our member(s) on the passing of a family member. If no committee action has occurred during a quarter that should also be reported. The yearly report required for the annual membership meeting will count as one of the quarterly reports.

By the authority of the GPCA Constitution/Bylaws, any committee member who does not follow these guidelines may be terminated by a majority vote of the full membership of the Board upon written notice to the appointee; and the Board may appoint a successor for the person whose service has been terminated.

*Revised: August 2010*