

## **Position: Cards (Appointed Position)**

- Purchase card blanks.
- Solicit stitched card inserts to use on behalf of guild for sympathy, get well, thank you, congratulations, holiday exchange, etc.
- Send cards as requested by guild members to those in need.
- Provide a list for each newsletter of names of those that have received cards
- Provide cards to be used to thank guest speakers.
- Maintain a record of expenses for the year and submit to the Treasurer.
- Prepare annual report.