

Sunshine Committee Job Description

Requests for Sympathy, Get Well, or Thinking-of-you cards may be received by the Sunshine Committee Chair via phone call, email, or in person.

Also, on a daily basis, the Committee chair scans the *Free Lance Star* for obituary notices of an AARP member and checks the name against the membership list to see if they are current and obtain the individual's address.

The chair will select the proper card and sign:

Sincerely,

AARP Chapter 5239 Members

Each card sent will be listed in the log with type of card designated and date.

The chair will provide the stamps and periodically request reimbursement from the Chapter Treasurer.

Also, the chair may request cards from the membership at an AARP Chapter meeting.

At the beginning of the month, the Chair will email a report on cards sent for the previous month to the *Perspectives* Editor.