

## Welfare Officer

- 1) Send "Get Well" cards to members who are in hospital or unable to come to the Club due to illness.
- 2) Send Sympathy cards to members who have lost a partner.
- 3) Keep in phone contact with members who have prolonged illness.
- 4) Provide the Secretary with a monthly report including a list of members who have been sent cards and ask for reimbursement for monies spent when the amount is somewhere around \$50.
- 5) The Club has a folder containing ICE (In Case of Emergency) details, it is kept in the Club storage cupboards. When new members join the Welfare Officer needs to obtain their details and update the folder.