**Cheer Person Job Description**

(Last updated on:09/16/2020)

The **Cheer Person**, a position on the **Communications Committee**, sends cards/acknowledgments from the Tallwood Women’s League. Term for service runs from November 1st to October 31st of the following year.

Anyone requesting a card/acknowledgment provides the name and address of the individual and the reason for doing so, such as, death, sickness, praise, etc. to the **Cheer Person**. The **Cheer Person** will then send an appropriate card/acknowledgement to that individual and will notify the **Communications Committee Chairman** so an email blast can be distributed to all league members.

The **Cheer Person** should put a blurb in the **Spring Newsletter** introducing herself and provide her preferred contact information. (Refer to previous Spring Newsletters for an example.)

The **Cheer Person** needs to keep a record of monies spent and submit a request to the **Treasurer** for reimbursement at the end of the playing season in October.