

Detroit Parrot Head Club est. 1992

Officer & Committee Chair Guidelines

Adopt-a-Highway Committee Chair

1. Shall attend all Board meetings or have a report submitted to all Officers on the Friday prior to the following Board meeting on the second Tuesday of each month.
2. Shall be an active member in good standing in attending as many club events as possible.
3. Shall assemble, at his/her discretion and pending Board approval, persons to help with activities of the committee with one person to be designated as "Co-Chair" to handle responsibilities in event of Chair being unable to attend Clean-up.
4. Shall maintain records of all members working on committees and events for purpose of allocation of Parrot Points. All information to be provided to Secretary within seven (7) days of event.
5. Shall maintain and monitor on a daily basis, a valid e-mail address, and respond to all e-mails in a timely manner.
6. Shall continue to build and maintain good relationships with local and regional chapters.
7. Shall ensure the safety of all participants by reviewing the rules set by the State of Michigan and the Board of Directors prior to the start of each Clean-up.
8. Shall act as a liaison with any communication with the Road Commission.
9. Shall pick up supplies when needed from the pick up site set by the Road Commission.
10. Shall store and bring all supplies needed for the Highway Clean-up i.e. vests, gloves, trash bags, first aid kit, etc...
11. Shall purchase and distribute "mystery trash" prior to the event, in an amount not to exceed twenty dollars (\$20.00) with receipts submitted to the Treasurer no later than seven (7) days after the event.
12. Shall purchase and supply water and doughnuts at each Highway Clean-up with receipts submitted to the Treasurer no later than seven (7) days after the event.
13. Shall organize the people on the day of the Clean-up i.e. size of groups, number of groups, designate someone to follow in a car with water and first aid kit, etc...
14. Shall write the articles for the Tale Feather and have available for the editor before the end of the month.
15. Shall, upon leaving as Chair, pass on all materials, notes & records from current and preceding years to the succeeding Chair or Secretary.
16. ***Shall maintain a positive attitude towards the club, keeping in mind that it is a phun, social club.***