

# *Detroit Parrot Head Club* est. 1992 **Officer & Committee Chair Guidelines**

## **By-Law Committee Chair**

1. The Board of Directors will appoint a "By-Law" Chair every 2 years to review and suggest changes to the most recent By-Laws. Chair and committee to be dissolved upon adoption of new By-Laws.
2. 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.
3. Shall be an active member in good standing in attending as many club events as possible.
4. Shall assemble, at his/her discretion and pending Board approval, persons to help with activities of the committee.
5. 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.
6. Shall maintain and monitor on a daily basis, a valid e-mail address, and respond to all e-mails in a timely manner.
7. Shall continue to build and maintain good relationships with local and regional chapters.
8. Shall become familiar with the current By-Laws.
9. Shall maintain a copy of By-Laws.
10. Shall solicit ExComm and general membership input as to what By-Laws need to be addressed.
11. Shall create documentation of proposed changes to the By-Laws to be added as a supplement to the Tale Feather and mailed out along with the election forms.
12. Shall revise master By-Laws document once changes are ratified thru a majority vote (of votes cast) of the general membership.
13. Shall provide a revised document to all Officers to replace the previous copy in the Leaders Handbook.
14. Shall, upon leaving as Chair, pass on all materials, notes & records from current and preceding years to the succeeding Chair or Secretary.
15. ***Shall maintain a positive attitude towards the club, keeping in mind that it is a fun, social club.***