

# *Detroit Parrot Head Club* est. 1992

## **Officer & Committee Chair Guidelines**

### **Charity Committee Chair**

1. Shall attend all Board of Directors 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.
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 be responsible for investigating and presenting all required information to the Board for approval, for all Charity and Fundraising events.
8. Shall act as a liaison between Charity and the Board of Directors.
9. Shall document and report all hours worked, monies collected or items donated for each event and provide a report to the Secretary within seven (7) business days.
10. Shall coordinate fundraising and volunteer activities including forming teams, tracking attendance, as well as securing any items and help from associated committees as necessary for event.
11. Shall maintain an accurate accounting of all funds, spend and collected, at any Charity event and turn over all funds to the Treasurer within seven (7) business days of the event.
12. Shall write articles for Newsletter and Web Site to promote general membership participation as well as enhance the outcome of the event.
13. Committee shall, when initially contacting a Charity for consideration, ask at least the following questions of the Charity Representative:
  - What is the cause or purpose of this organization?
  - Who does your organization benefit?
  - How much of the cash donations go towards the actual cause of the Charity?
  - Does all the cash and / or items donated to your organization stay within the community?
  - Are you a non-profit organization?
  - What time of year is the need for donations to your organization most critical?
  - Besides cash or items donated, do you have a specific need for volunteer help and if so what type and when is the help most needed?
13. Shall, upon leaving as Chair, pass on all materials, notes & records from current and preceding years to the succeeding Chair or Secretary.
14. ***Shall maintain a positive attitude towards the club, keeping in mind that it is a fun, social club.***