

# *Detroit Parrot Head Club* est. 1992

## **Officer & Committee Chair Guidelines**

### **Food Drive Coordinator**

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 act as a liaison between the Food Bank and the Board of Directors.
8. Shall have available at each club event, or make arrangements for, a receptacle for cash donations with a Parrot Points sign in sheet.
9. Shall document and report all monies collected and items donated for each event and provide a report to the Secretary within seven (7) business days of the event.
10. Shall maintain an accurate accounting of all funds, spent and collected at any event, and turn over all funds to the Treasurer at close of event.
11. Shall receive a check from the Treasurer in the amount of funds collected at each event for disbursement to the Food Bank.
12. Shall write articles for Newsletter and Web Site to promote general membership participation.
13. When initially contacting any new Food Bank for consideration, shall ask at least the following questions:
  - Who does your organization benefit?
  - How much of the cash donations go towards the purchase of food?
  - Does all the cash and / or items donated to your Food Bank benefit people within the community?
  - Are you a non-profit organization?
  - What time of year is the need for donations to your Food Bank 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?
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.***