

# *Detroit Parrot Head Club* est. 1992

## **Officer & Committee Chair Guidelines**

### **Games, Prizes, Decorations & Raffle 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. Activities as follows:

#### **Games:**

1. Select, organize & run all games for DPHC sponsored events.
2. Determine what prizes are to be awarded for each game.
3. Acquisition of all necessary equipment or materials to run games.
4. Maintain games in a "Family & Keet" manner according to the time and type of the event.

#### **Prizes:**

1. Responsible for the acquisition, creation & dispensation of all prizes.
2. Maintain an accounting of all **donated materials and prizes** (descriptions & values), with the list provided to the Secretary within seven (7) days of the event.

#### **Decorations:**

1. Responsible for the acquisition, set up & tear down of all DPHC Event decorations.
2. Maintain a "cleaner then we got it" attitude towards all venues.
3. Provide music if no band is used and if event is deemed as such that music is appropriate.

#### **Raffles:**

1. Shall maintain an accurate accounting of tickets both sold and unsold.
  2. Responsible for the selling of raffle tickets at DPHC events.
  3. Responsible for the accounting of all raffle sales with the monies going to the Treasurer within seven (7) days.
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. Responsible for the acquisition, if necessary, of all required supplies for total event budget as approved by the Board of Directors with purchases over budgeted amount requiring additional Board approval.
  8. To carry out the activities of the event, the committee will recruit (prior to the event) any necessary persons within or outside of the committee from names provided by the Board coming from membership list.
  9. Shall seek & request from Sponsorship Committee, items to be used in prizes, raffles, decorations etc... to be used for events.
  10. For any activity deemed as a "Charity/Community" Event, the Chair shall maintain an accurate accounting of persons & time spent on the event. The information shall be provided to the Secretary within seven (7) business days of event.
  11. Shall, upon leaving as Chair, pass on all materials, notes & records from current and preceding years to the succeeding Chair or Secretary.

**12. Shall maintain a positive attitude towards the club, keeping in mind that it's a fun, social club.**