

Detroit Parrot Head Club est. 1992

Officer & Committee Chair Guidelines

Happy Hour 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 arrange for suitable Happy Hour accommodations within established "Center of Operations" (unless previously requested by ExComm), one (1) month prior to the event. Information regarding the event to be provided to the Board and Editor.
8. Shall compose and make available a mass e-mail promoting the event. E-mail to be sent out no later than two (2) weeks prior to the event with a follow up to be sent out on day before event.
9. Shall provide Secretary with contact name and address of the venue host so that the Secretary can send out Thank You letter.
10. Shall work with the "**Sponsorship Committee**" to secure any vendor participation.
11. Shall work with the "**Games, Prizes, Decorations & Raffle Committee**" to arrange for any appropriate materials for the event.
12. Shall work with venue to secure drink, food and any other specials for event.
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.***