

# *Detroit Parrot Head Club* est. 1992

## **Officer & Committee Chair Guidelines**

### **Major Event/Party 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 the 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 plan and organize 2 parties annually with the majority of the membership in mind. The date of parties is normally decided by the Board, however the Christmas Party is to be the second Friday of December unless a conflict prohibits.
8. Shall plan all parties to a break even point.
9. Shall plan far enough ahead of time (4 to 6 months suggested) from date of party being planned, to allow enough time for securing the best prices on gifts, prizes, location, and entertainment.
10. Shall compile information for the Board of Directors on event planned that will detail:
  - A. The type of party
  - B. Proposed budget of party
  - C. Location of party
  - D. Additional manpower resources necessary
11. Shall keep Board of Directors informed of progress and setbacks related to party to allow Board of Directors time to react appropriately.
11. Shall keep all receipts, invoices or bills for party or event, detailing expenditures from the budget. These are to be turned over to the Treasurer within thirty (30) days of event.
12. Shall keep notes on parties planned with information such as, number of people attended, amount of food/beverages used, how many prizes given away or raffled off, how much money prizes or raffles brought in (if handled by planner), notes on what was successful-was not successful, comments from guests who attended – good or bad, who was the entertainment and cost of entertainment. Any thoughts, suggestions or ideas on what could be helpful to next party planner.
13. Should think “outside of the box” for parties or outings that would appeal to different members of the club and try to plan for different likes or dislikes, not the “same ol’, same ol’” each and every party.
14. Shall, upon leaving as Chair, pass on all materials, notes and 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 phun, social club.**