

Detroit Parrot Head Club est. 1992

Officer & Committee Chair Guidelines

Member-at-Large

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 appoint four (4) regional members to act as "Captains" for a specific geographical region to assist in the duties of the Member at Large. Captains shall not have Board of Directors standing or voting privileges.
4. Shall maintain and monitor on a daily basis, a valid e-mail address, and respond to all e-mails in a timely manner.
5. Shall continue to build and maintain good relationships with local and regional chapters.
6. Shall contact all new members, welcoming them to the Club as well as informing them of upcoming Club event, Web Site address and e-mail addresses for the Board.
7. Shall contact existing members near their Birthday, via e-mail or phone, to offer Birthday wishes.
8. Shall try to obtain a current picture for the Web Page. If no picture is available, inform them that the Club will have a camera at all Club functions.
9. Shall conduct an exit poll when a member does not renew their dues and report back to the Board.
10. Shall report back to the Board of Directors, all concerns that have been expressed by members. Members expressing concerns are to remain anonymous to the Board.
11. Shall accept a request by the Board or President to serve as its special agent in specific matters.
12. Shall work with the Membership Chair in obtaining and keeping current all information on active Club members.
13. Shall contact renewing Members for any information missing from renewal application.
14. Shall, upon leaving position, pass on all materials, notes & records from current and preceding years to the succeeding Member at Large or Secretary.
15. ***Shall maintain a positive attitude towards the club, keeping in mind that it is a fun, social club.***