

Detroit Parrot Head Club est. 1992

Officer & Committee Chair Guidelines

Membership 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. 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.
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 update the database with any new or expired members by the 20th of each month or the date received prior to the end of the month.
6. Shall be responsible to make sure of the continuity and completion of all items within the "Membership Chain of Order".
7. Shall update the "Willing to Help with..." boxes in the database for use of the various committees'.
8. Shall mail out Welcome packet to all new members. Welcome packet will include:
 - Newsletter – Editor to supply extra copies at the next ExComm meeting
 - Welcome letter
 - White leis
 - Juicy Fruit
 - Junior Mints
7. Shall keep a stock of the necessary items for the welcome packets.
8. Shall send out a "Welcome Back" letter to any members that renew their membership after they have been expired for more than twenty-four (24) consecutive months.
9. Shall select a Member-at-Large to contact new members, and forward them the new member's application form.
10. Shall notify Webmaster of new members.
11. Shall notify Member-at-Large of any missing or unreadable items on the membership form.
12. Shall have with them several club applications at all events they attend.
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 it is a fun, social club.***

MEMBERSHIP CHAIN OF ORDER:

1. All membership forms and monies are collected and sent to the President.
2. President shall forward a copy of the membership application form to the Membership Chair.
3. President shall forward a copy of the membership application form to the Webmaster
4. President will forward membership payment to the Treasurer.
5. Membership Committee will process Welcome Packet.
6. Membership Chair shall select a Member at Large to contact new member
7. Member at Large will contact new members and welcome them to the Club, as well as informing them of upcoming club events
8. In the event of an online membership, the Treasurer will forward a copy of the PayPal receipt to:
 - i. Board of Directors
 - ii. Membership Chair
 - iii. Webmaster
9. The President will personally hand out name badges at the first Club event the new member attends.