

# *Detroit Parrot Head Club* est. 1992

## **Officer & Committee Chair Guidelines**

### **Merchandise 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 have merchandise available for sale at all major Club functions or make arrangements with the ExComm for a suitable alternative.
8. Shall turn all funds into Treasurer within seven (7) business days of the event, excluding designated amount of petty cash.
9. Shall suggest to Board of Directors new merchandise ideas, and will report the cost of new items.
10. Shall maintain an accurate inventory of items "in stock" and have said list available at the request of the Board.
11. Shall inform Webmaster of any new items for sale, and supply a photo of said items to be posted on the Web Site.
12. Shall store all merchandise in a safe, dry location.
13. Shall write a quarterly newsletter article describing items available, as well as any items that may be on sale.
14. Shall maintain a good working relationship with current suppliers as well as continue to seek out new merchandise and suppliers.
15. Shall, upon leaving as Chair, pass on all materials, notes and records from current and preceding years to the succeeding Chair or Secretary.
16. ***Shall maintain a positive attitude towards the club, keeping in mind that it is a phun, social club.***