

Detroit Parrot Head Club est. 1992 **Officer & Committee Chair Guidelines**

Newsletter Editor

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 Newsletter.
4. Shall maintain records of all members writing articles for the 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 gather and compile articles for the current month's newsletter.
8. Shall "BUG, as much as possible, the President for his/her front page.
9. Shall confirm with the Membership Chair that all data in the database is current and up to date prior to download.
10. Shall log onto, www.detroitparrotheadclub.com/admin to export a new file each month for sorting information needed in the newsletter i.e. birthdays, new members and renewals as well as to create address labels.
11. Shall post any ads received and turn funds over to the Treasurer within seven (7) business days.
12. Shall try and recruit members at event to write articles for the newsletter.
13. Shall search the internet for information needed to be placed in the newsletter.
14. Shall e-mail newsletter to President for final view and review prior to print.
15. Shall print a copy of the newsletter and place order with printing company, and when necessary negotiate pricing.
16. Shall purchase stamps from Post Office for mailing of newsletter, with receipts being given to the Treasurer for reimbursement.
17. Shall insert renewal applications and final notices as necessary into individual newsletters.
18. Shall create and affix address labels, fold, staple & stamp prior to taking to Post Office.
19. Shall provide Membership Chair and President with extra copies of newsletter for new member purposes.
20. Shall, upon leaving as Chair, pass on all materials, notes & records from current and preceding years to the succeeding Chair or Secretary.
21. ***Shall maintain a positive attitude towards the club, keeping in mind that it is a phun, social club.***