

# *Detroit Parrot Head Club* est. 1992

## Officer & Committee Chair Guidelines

### Nominating & Elections Chair

1. The Board of Directors will appoint a "Nominations & Elections" Chair every year. Chair and committee to be dissolved upon the completion of election.
2. Shall attend all Board of Directors meetings or have a report submitted to all Officers members on the Friday prior to the following Board meeting on the second Tuesday of each month.
3. Shall be an active member in good standing in attending as many club events as possible.
4. Shall assemble, at his/her discretion and pending Board approval, persons to help with activities of the committee.
5. Shall maintain records of all members working on committees and events for the purpose of allocation of Parrot Points. All information to be provided to Secretary within seven (7) days of event.
6. Shall maintain and monitor on a daily basis, a valid e-mail address, and respond to all e-mails in a timely manner.
7. Shall continue to build and maintain good relationships with local and regional chapters.
8. Shall create nomination forms to be mailed out as a supplement to the Tale Feather. Forms must be approved by the ExComm and turned into the editor before July 20th for the August Newsletter.
9. Shall contact every nominee and confirm if they are interested in the position that they have been nominated for. Contact and confirmation to be completed by September 1st.
10. Shall suggest to nominees that they supply the Editor with a bio to run in then next months (October) Newsletter. Bios should be received by Editor no later then September 20th.
11. Shall keep all information on nominees confidential and agree not to share any information with the general membership.
12. Shall create an election form to be sent out as a supplement to the October Newsletter that is marked in a manner that cannot be easily duplicated.
13. Shall write a small article for the October Newsletter that accompanies the election forms explaining what and how the markings are used for election verification only.
14. Shall agree to keep election results secret and confidential at all times.
15. Shall tall all votes received with a Post Mark on, or prior to, October 20th or date designated by Board only. Votes Post Marked after that date will not be considered.
16. Shall attend a special open Board meeting to be held the first week of November to announce to the candidates and general membership, the election results.
17. Shall turn over all election documentation to current President within thirty (30) days of the election.
18. Shall, upon leaving as Chair, pass on all materials, notes & records from current and preceding years to the succeeding Chair or Secretary.
19. ***Shall maintain a positive attitude towards the club, keeping in mind that it is a phun, social club.***