

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

President

1. Shall attend and chair 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 maintain and monitor a valid email address on a daily basis, and respond to all emails in a timely fashion.
4. Shall become a member of both the national and regional PHiP leader boards (Yahoo groups) as well as any Office specific groups. As a member of the regional PHiP Board, shall update the Regional Calendar for DPHC events.
5. Shall continue to build and maintain good relationships with local and regional chapters.
6. Shall appoint all Committee Chairpersons and any other appointed officers with the approval of a majority vote of the Board and shall make any other appointments deemed necessary by that body.
7. Shall receive all membership applications and monies.
 - Shall turn over all monies to the Treasurer at the next club function or ExComm meeting.
 - Shall send copy of membership applications for renewing members to the Membership Chair and Editor, before the 20th of the month.
 - Shall also send a copy of new membership applications to the Webmaster.
 - Shall place check number, amount paid, and date in upper left corner of application form.
 - Shall place original application, in alphabetical order in the master membership binder and remove the existing application if necessary and place it in alphabetical order in the proper old membership binder.
8. Shall place a copy of the Tale Feather in a binder for future reference.
9. Shall have bi-annual club reports sent into PHiP no later than July 31st of the current year, and January 31st of the following year.
10. Shall write the front page for the Tale Feather and other contributions i.e. recognitions & BZ Award, and have available for the editor before the end of the month.
11. Shall approve all mass emails before they are sent out to the general membership.
12. Shall approve the final copy of the Tale Feather before it goes to print.
13. Shall, upon leaving as President, pass on all materials, notes & records from current and preceding years to the succeeding President.
14. ***Shall maintain a positive attitude towards the club, keeping in mind that it is a phun, social club.***