

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

Regional Captain a.k.a. “Wing Captain”

1. “Wing Captain” shall be the DPHC member who petitions the DPHC Board for the formation of the regional “Wing”.
2. Shall organize a local/regional “Wing” of the DPHC while maintaining the goals and ideals of the DPHC.
3. Shall be an active member in good standing in attending as many DPHC & “Wing” events as possible.
4. Shall have available for the responsible Member at Large, a report on the status of the “Wing” on the Friday prior to the following DPHC Board meeting on the second Tuesday of each month.
5. Shall lead the “Wing” in scheduled meetings with a prepared agenda that focuses on DPHC efforts and organize, pending DPHC Board approval, committees and subgroups to implement those efforts.
6. Shall schedule and coordinate a monthly event (happy hour, charity event or party) that does not conflict with any event of the DPHC and have DPHC Board approval. All Charities must be either a regular recipient of the DPHC or be approved by the DPHC Board.
7. Shall write for the DPHC Newsletter, an article that details the activities and events of the “Wing” Club.
8. Shall encourage “Wing” members to participate and attend DPHC activities in order to enhance the Club’s mission and membership opportunities.
9. Shall maintain records of all members working on committees and events for purpose of allocation of Parrot Points and provide this information to the Member at Large on the Friday prior to the following DPHC Board meeting on the second Tuesday of each month.
10. Shall maintain and monitor on a daily basis, a valid e-mail address, and respond to all e-mails in a timely manner.
11. Shall act as a liaison to the DPHC Board through regular communications with the designated DPHC Member at Large.
12. Shall continue to build and maintain good relationships with local and regional chapters.
13. Shall, upon leaving as “Wing Captain”, pass on all materials, notes & records from current and preceding years to the succeeding Captain or DPHC Secretary.
14. ***Shall maintain a positive attitude towards the club, keeping in mind that it is a phun, social club.***