

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

## **Secretary**

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 maintain and monitor on a daily basis, a valid e-mail address, and respond to all e-mails in a timely manner.
4. Shall become a member of both the national and regional PHiP leader boards (Yahoo groups) as well as any Office specific groups.
5. Shall continue to build and maintain good relationships with local and regional chapters.
6. Shall keep record of attendance and minutes of all business and Board of Directors meetings.
7. Shall furnish copies of the minutes to all Officers and others designated by the Board within seven (7) business days of meeting. Minutes shall be made available to all Club members in good standing upon request.
8. Shall correspond with other groups as requested by the Board, as well as send Thank You notes to Club Contributors and Sponsors and correspond to Club members in the event of illness, death, etc...
9. Shall maintain a master schedule of social and community events and a copy of all donated items and hours. Items and hours donated then should be submitted to the President for Bi-Annual report to PHiP.
10. Shall supply information from Committee Chairs to President for Bi-Annual report to PHiP.
11. Shall submit bi-annual club reports to the President no later then July 15th of the current year, and January 15th of the following year.
12. Shall report to Treasurer any events, as provided by appropriate Committee Chair, with monies associated; spent or collected.
13. Shall maintain a master copy of the Club By-Laws.
14. Shall maintain, with information from various committee heads, the master list for Parrot Points
15. Shall, upon leaving as Secretary, pass on all materials, notes & records from current and preceding years to the succeeding Secretary.
16. ***Shall maintain a positive attitude towards the club, keeping in mind that it is a phun, social club.***