

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

Sponsorship Committee Chair

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 committee.
4. 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.
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 develop relationship with vendors that can donate items for Club events.
8. Shall document and report all items received for an event and provide a report to the Secretary within seven (7) business days of the event.
9. Shall write thank you letters to vendors.
10. Shall inform Webmaster of any new vendors for advertising and Web links.
11. Write quarterly article in newsletter acknowledging all sponsors.
12. Define "levels" of sponsorship for Major Events, per ExComm approval, and what each "level" gives the vendor.
13. Work with the GAMES, PRIZES, DECORATIONS & RAFFLE COMMITTEE to secure donations in support of events.
14. Work with all other appropriate committees, as requested by the Board of Directors, in support of events.
15. Shall, upon leaving as Chair, pass on all materials, notes & records from current and preceding years to the succeeding Chair or Secretary.
16. ***Shall maintain a positive attitude towards the club, keeping in mind that it is a fun, social club.***