

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

Standards

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. Report to include:
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 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 become a member of both the national and regional PHiP leader boards (Yahoo groups) as well as any Office specific groups.
(#6 is specific to Officers).
7. Shall continue to build and maintain good relationships with local and regional chapters.
8. Shall, upon leaving as Chair, pass on all materials, notes & records from current and preceding years to the succeeding Chair or Secretary.
9. ***Shall maintain a positive attitude towards the club, keeping in mind that it is a phun, social club.***