

Detroit Parrot Head Club est. 1992

Officer & Committee Chair Guidelines

Treasurer

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 receive all monies raised and deposit them to the club account in a timely manner.
 - Monies raised includes but not limited to merchandise, memberships, tickets, raffles, charity fundraisers and advertising.
 - Monies to be tracked individually so that a breakdown of the monies origins and dispensation can be provided at any time.
7. Shall provide payment on all items that have received approval from the Board of Directors and have received a proper receipt.
8. Shall notify the Board of Directors, Membership Chair, & Webmaster when payments are received by a PayPal account.
9. 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.
10. Shall submit bi-annual club reports to the Editor to be published in August & February newsletters for review of the general membership.
11. Shall, upon leaving as Treasurer, pass on all materials, notes & records from current and preceding years to the succeeding Treasurer or Secretary.
12. Shall provide Board of Directors or incoming Treasurer any documentation for transfer of fiscal responsibilities i.e. signature cards and address changes.
13. ***Shall maintain a positive attitude towards the club, keeping in mind that it is a phun, social club.***