

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

Vice President

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 oversee the planning and implementation of group activities.
7. Shall chair all meetings of the Board of Directors as well as perform all the duties of the President in their absence or incapability.
8. Shall, upon leaving as Vice President, pass on all materials, notes & records from current and preceding years to the succeeding Vice President or Secretary.
9. ***Shall maintain a positive attitude towards the club, keeping in mind that it is a fun, social club.***