



Directives for Committee Chairperson(s)

1. Policy: The purpose of these directives is to establish guidelines for events, activities and outings planned for The Villages Parrot Head Club.
2. Procedure: The following procedures will be adhered to when planning, executing and summarizing any activities, event, or outing for The Villages Parrot Heads Club.

A. Preapproval: All events, activities, and/or outing must receive preapproval from the EXCOMM.

(1). No Villages Parrot Heads Club member or officer shall have the authority to represent "The Club" in any capacity, contract, function, of event without the express authorization of the EXCOMM.

(2) Club activities/events needing approval could be activities where The Villages Parrot Heads Club name and/or logo are used. Activities such as (but not limited to): bus trips, day trips, golf outings, tournaments. Announcements, flyers and/or brochures for such activities may not be distributed to club members, or general public without prior approval of EXCOMM.

(3) Members who anticipate incurring expenses for club related activities should, after obtaining proper EXCOMM approval, seek to have the company invoice the club directly for the amount due. If this is not possible, then submit the receipts to the Treasurer for reimbursement or payment.

B. Chairperson(s) Responsibilities:

(1). Insure that events and functions are planned and completed in a timely matter including adding additional committee members.

(2) Insure that the event/ activity is carried out within the framework of The Club's bylaws.

(3) Work closely with the EXCOMM on all projects and events. Attend EXCOMM meeting(s) if asked to do so, and be prepared to give update on event's progress.

(4) Prepare and present an operating budget to the EXCOMM for approval prior to the event. All contracts and agreements for an event must be presented to the EXCOMM for approval before signing takes place.

(a) All contracts and/or agreements must be made in the name of "The Villages Parrot Heads Club"

(b) Seek to have the company invoice The Club directly for the amount due.

(c) No tickets shall be printed until the EXCOMM approves all information provided along with prices/fees.

(d) All expenditures must be accompanied by a receipt, and turned over to the Treasurer for reimbursement.

(e) Prepare a **budget sheet** and maintain a **budget log**- income and expenses [see attachments].

(5) In the course of the event, monies collected shall be turned over to the Treasurer. All checks must be made payable to "The Villages Parrot Heads Club".

(a) Under no circumstances shall monies be spent from monies collected.

(b) On a weekly basis, monies collected shall be turned over to the Treasurer.

(6) Provide a summarizing report for the EXCOMM shortly after conclusion of event including: a detailed plan and timetable of event, budget report/log, a list of participating members for point tracking, and recommendations/suggestions for the future of the event.

B. Transportation

(1) If an event requires transportation that has been approved by the EXCOMM, a passenger manifest will be established. It is suggested that names, phone numbers, and method of payment be recorded as received.

(2) A wait list will be established in the event of cancellations, no shows, etc..

(3) Wait listed individuals will be added to the manifest in the order of request made.