

WFFC OPERATING PROCEDURE MANUAL

Revision Number: ~~DE~~ |

Date: Feb ~~24~~19, 201~~35~~ |

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ORIGINATOR

APPROVAL (President)

1.0 INTRODUCTION

This manual consists of a series of WFFC operating procedures which:

A. Identify requirements implicit in, or derived from the WFFC Constitution and By-laws.

B. Provide detailed instructions for the execution of these requirements.

C. Provide guidance to implement WFFC policies and traditions.

D. Assigns responsibilities to WFFC officers, committee chairs and trustees.

2.0 OPERATING PROCEDURES

A. Background: In May, 1982, the WFFC Board and the Trustees named a special committee to examine the WFFC purposes, goals and policies and recommend how they can best be implemented.

One of this committee's findings was the apparent lack of written policies and procedures, particularly those which should be continued from year to year by successive WFFC administrations. The first recommendation of this committee, therefore, was to establish and maintain operating procedures which would be recognized as official media to be issued and maintained by the WFFC Board of Trustees.

This document constitutes a collection of such procedures.

B. Responsibilities: It shall be the responsibility of the WFFC Board and the Trustees to establish and maintain this manual. A master copy will be retained by the secretary, who will insure that sufficient up to date copies are distributed to all officers and committee chairs. The WFFC Trustees will annually review this manual for consistency with club policy, the WFFC constitution and bylaws, and will report their findings to the WFFC Board. Commensurate with

this review, the Trustees will recommend the writing of new procedures, or revising existing ones listed herein.

C. Organization: The following numbered operating procedures form part of this manual. They will be collected, numbered and organized within the following categories and coordinated through each responsible club officer.

100 SERIES (PRESIDENT)

- 101 Originating and Maintaining WFFC Operating Procedures (rev.G, 2/20/2013)
- 102 Organization and Conduct of General Club and Board Meetings (rev. F, 2/20/2013)
- 103 Coordination of FFF activities (rev. C, 11/22/06)
- 104 Heritage Committee (title change Sept-94) (rev. C, 1/3/05)
- 105 Functions and Responsibilities of WFFC Trustees (rev. D, 11/16/05)
- 106 WFFC Foundation Liaison (rev. D, 11/29/05)
- 107 History, Archives, Memorabilia and Club Property (combined with 603)
- 108 Senior Advisor (rev. C, 11/29/05)
- 109 Photographic Committee (was 604, rev A, 11/17/05)
- 110 Financial Audit Committee ²

200 SERIES (1ST VICE PRESIDENT)

- 201 Membership Committee (rev. D, 11/29/05)
- 202 Education Committee (rev. E, 11/29/05)
- 203 Conservation Committee (no procedure yet)
- 204 December Meeting (rev. D, 11/29/05)
- 205 Website Committee (rev.D,12/21/09)

300 SERIES (2ND VICE PRESIDENT)

- 301 Program Committee (rev. E, 1/3/06)
- 302 Outdoor Committee (rev. D, 11/29/05)
- 303 Awards Committee (rev. F, 11/29/05)
- 304 Youth Activities (rev. E, 11/29/05)

400 SERIES (SECRETARY)

- 401 Secretary's Responsibilities and Duties (rev. E, 11/29/05)
- 402 Library Operations (new 11/3/10)
- 403 Publicity Activities (rev. C, 1/3/05)
- 404 Fruit and Flowers (rev. C, 11/29/05)
- 405 Creel Notes (rev. E, 1/5/06)
- 406 Roster Publication Committee (new 11/3/10)

500 SERIES (TREASURER)

WFFC Operating Procedure 000 Cont.

- 501 Treasurer's Responsibilities and Duties (rev. E, 10/22/06)
- 502 Raffle Committee (no procedure yet)
- 503 Bar Operations (rev. H, 9/11/07)
- 505 Charitable giving by WFFC (rev. B, 11/26/05)

600 SERIES (GHILLE)

- 601 Ghillies Responsibilities and Duties (rev. E, 5/1//05)
- 602 Monthly Meeting and Dinner Room Coordination (rev.C, 12/8/05)
- 603 WFFC Fixed Assets (C, 12/8/05)

¹ Updated to reflect Bylaws change which removed male membership restriction. R. Rohrbeck 2/24/2013

² Added OP 110 Financial Audit Committee. R. Rohrbeck 2/19/2015