

WFFC OPERATING PROCEDURE

Number 104

Revision Number: C

Date: Dec. 7, 2005

SUBJECT: Heritage Committee Duties & Responsibilities

Chuck Ballard
ORIGINATOR

RESPONSIBLE OFFICE: President

APPROVAL (Resp. Officer)

AFFECTED OFFICES: First Vice President
Secretary
Ghillie

APPROVAL (President)

REFERENCE: ¹WFFC Operations Procedure 107

I. PURPOSE:

This procedure defines activities/responsibilities of the Heritage Committee.

II. SCOPE:

This procedure is limited to those activities considered as heritage protection, as identified herein, for the future of the WFFC.

III. REQUIREMENTS:

A. Background: The WFFC is over 50 years old as of the approval of this initial procedure. The WFFC has and has had in its membership many persons who have been influential in shaping fly fishing and who have made significant contributions to the history and advancement of fly fishing. Therefore, the WFFC has a Heritage which should be preserved for the future of the Club through a structured plan as approved by the Board of Trustees.

IV. RESPONSIBILITIES

A. President. The WFFC President shall assign a Heritage Committee Chairman. The term of this assignment is not limited to a specific time period; however, the assignment may be subject to the discretion of the Board of Trustees. The Heritage Committee Chairman is responsible for forming a committee who should be knowledgeable of Club history and general heritage data. Committee membership must include the property manager (Reference A), the Club Librarian, and the Club Historian.

The President shall call for an annual meeting to assess the progress of the Heritage Committee.

B. First Vice President. The First Vice President/Membership Chairman should match new and senior members, at the new members outing, in order to integrate the WFFC's heritage /knowledge base. During the annual Holiday Party, the Membership Chairman shall ensure, for posterity, that photographs or video is taken of and during the event.

C. Second Vice President. The Second Vice President/Program Chairman shall maintain a set of anecdotes to be presented at general Club meetings, and shall schedule a "Heritage Meeting Night" for November general membership meeting, which may include videos, speakers, and interviews of key WFFC members.

D. Secretary. The Club Secretary shall maintain a set of records from the general meetings to record significant events for the future history of the Club.

E. Historian. The Club Historian shall maintain records of significant activities; including any activities for which the WFFC is prime, i.e.: signing, rehabilitation, outings and other incidents of importance; and awards logs for internal and external fly-fishing/conservation awards, why they were the recipient, and get the write-ups from which the awards were derived, whenever possible. This data should be in the form of an annual report. The Historian shall be responsible for providing the timely support and information necessary for those officers noted in the aforementioned sections A. through D. to complete their respective tasks.

F. Outdoor Chairman

The Outdoor Chairman shall schedule events such as a family picnic to develop closer Club camaraderie with new members and encourage that the oral histories of the WFFC are continued into the future.

G. Librarian

The Club Librarian shall maintain a complete set of Creel Notes.

H. Photographer

The Club Photographer will be appointed by the President to ensure photos are taken at outings and major club events such as the Christmas Party and at any work parties. The Club Photographer will assign others to assist in the taking of photographs when the Club Photographer cannot attend the scheduled events.

¹ Corrected number