

WFFC OPERATING PROCEDURE

¹**Number 107**

Revision Number: A

Date: Dec. 19, 2005

SUBJECT: WFFC History, Archives, Memorabilia and Club Property

Curtis E. Jacobs
ORIGINATOR

RESPONSIBLE OFFICE: President

APPROVAL (Resp. Officer)

AFFECTED OFFICES: President
Ghillie
Secretary

APPROVAL (President)

REFERENCE: A. WFFC Bylaws, Article V, Section 1
B. WFFC Bylaws, Article VI, Section 3. D

I. PURPOSE:

This procedure establishes guidelines for the Identification and Preservation of Items that should be accumulated in the Club archives and storage for posterity and the enjoyment of present and future members and the Accountability of currently used Club property.

II. DEFINITIONS:

Archives - Documents and records relating to the WFFC.

Memorabilia - Matters or events and things worthy of being remembered.

Club Property - Items and Material which are in current use.

III. SCOPE:

This procedure applies to all members of the WFFC.

IV. REQUIREMENTS:

A. There is a need to identify for posterity those items that through age, neglect and carelessness are in danger of being lost to future generations of Club memberships.

B. All members of the WFFC are responsible for the protection of Club property and the identification of other items that might be of interest to members of the WFFC today and of those in the future that should be in the Clubs archives or storage.

V. RESPONSIBILITIES:

WFFC officers, committee chairmen and members in good standing are tasked with the responsibility of protecting Club property and identifying other material that should be preserved for posterity and shall submit the identify of this material to the WFFC Board of Directors.

A. WFFC President: The president shall be responsible for the protection of Archives, Memorabilia and Club property and the continued interest in the identification and preservation of materials and memorabilia by members and its preservation for posterity.

B. WFFC Board: The Board as a whole shall be responsible for the review and assessment of the items or material that have been brought forward for preservation and shall determine whether the items should be in the Archives or in Club storage.

C. WFFC Trustees: The trustees shall be responsible for the accumulation, preservation and storage of items that have been identified as items that should be preserved for posterity including existing Club Property not in the hands of a specific Committee Chairman or items in the Clubs Archives.

D. WFFC Secretary: The secretary shall publish annually a reminder to the membership of the need to identify and preserve for posterity those items that would be of interest to those in years to follow who will want to know of its origin, its importance and its impact on the WFFC.

E. WFFC Officers and Committee Chairmen: Each Officer and Chairmen of each Committee shall be responsible for the accountability, storage and protection of Club property that is used by their individual committee or activity.

F. WFFC Archivist/Historian: The Archivist shall establish a Club Archive. The Archivist shall receive, identify, and record the identity and the history of any item that has been identified as an item of importance to be preserved for posterity.

G. WFFC Ghillie: The Ghillie shall identify and record the identity of Club property that is currently being used by various Officers and Committee Chairmen.

¹ Combined with 603 from Ghillie