

# **WFFC OPERATING PROCEDURE**

---

**Number 205**

Revision Number: E

Date:  
Feb. 24, 2013

**SUBJECT:**    Website Committee

<sup>1</sup> Kris Kristoferson  
*ORIGINATOR*

**RESPONSIBLE OFFICE:** WFFC First Vice President

\_\_\_\_\_  
*APPROVAL (Resp. Officer)*

\_\_\_\_\_  
*APPROVAL (President)*

**AFFECTED OFFICES:**    WFFC First Vice President

**REFERENCE:**            Washington Fly Fishing Club

## **I.     PURPOSE:**

This procedure provides WFFC guidelines for the creation and maintenance of the Washington Fly Fishing Club Website.

## **II.    SCOPE:**

This procedure applies to the activities of the Washington Fly Fishing Club Website Committee.

## **III.   REQUIREMENTS:**

The Website Committee shall establish and maintain an Internet Website to support and enhance WFFC activities including but not limited to conservation, education, youth programs, outdoor activities, and general communication with the membership. The Website shall be updated monthly with the supporting input from individual members, <sup>2</sup>club officers, and other committees. The Website committee shall provide Website URL information as well as domain registration information and ISP account information to the WFFC Board of Directors and

shall apprise the Board of any changes to that information. <sup>2</sup> Those website screens which are not appropriate to be accessed by the general public shall be password protected and encrypted to ensure protection of member information.

The WFFC Website, Internet access, Domain name registration and maintenance, and Web hosting shall be funded out of the Club's general budget. The Website committee shall provide an estimate of operating budget information to the Club Treasurer during the Club budgeting process to support the WFFC Website activities.

#### IV. RESPONSIBILITIES:

A. The First Vice President shall appoint the Website Committee Chair.

B. The Website Committee Chair (Webmaster) shall:

- a. <sup>2</sup>recruit, train, and maintain (at least) one additional club member to serve on the Website committee for purpose of succession continuity, and for sharing of the website support workload;
- b. organize meetings and coordinate activities as necessary to meet the requirements;
- c. report to the WFFC Board of Directors concerning Website committee activities;
- d. <sup>2</sup>provide website support services to:
  - i. **General Membership** through developing and maintaining web-based ability for members to:
    1. update their own contact information
    2. access up-to-date roster information, operating procedures, and board meeting minutes
    3. make reservation and payment for any club dinner meeting
    4. make payment for membership renewal
    5. sign up and view signups for scheduled outings
    6. request a book from the library
  - ii. **1<sup>st</sup> VP Membership** through provision of ability for the general public to record a guest registration, and by

maintaining a membership application tracking and reporting process.

- iii. **2<sup>nd</sup> VP Programs** through maintaining scheduled speaker information
- iv. **3<sup>rd</sup> VP Christmas Party** through providing means of recording mail-in reservation information, combined (mail-in and member entered) reservation reporting, and table place cards
- v. **Secretary** through posting of Board Meeting minutes
- vi. **Treasurer** through provision of supporting records and reporting for all member initiated PayPal payments
- vii. **Ghillie** through provision of a check-in worksheet for each dinner meeting
- viii. **Creel Notes Committee** through provision of ability to make Creel Notes email distribution, and through provision of mailing label generation for US Mail distribution
- ix. **Library Committee** through provision of screens to maintain the library inventory, and to post changes of status for books, which have been requested for checkout
- x. **Photographer** through provision of ability to upload member photos from home PC to the server database
- xi. **Roster Publication Committee** through provision of up-to-date member contact and photo pages for inclusion in the annually printed roster, and through provision of screens to update member contact information for those members who do not have internet access.

---

<sup>1</sup> Added Kris Kristoferson

<sup>2</sup> Updated to Revision Number D and added sections IV.B.a & IV.B.d (R. Rohrbeck)

<sup>3</sup> Updated to reflect Bylaws change which removed male membership restriction. R. Rohrbeck 2/21/2013