

# WFFC OPERATING PROCEDURE

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**Number 301**

Revision Number: F

Date: Feb. 24, 2013

**SUBJECT:** Program Chairman Responsibilities and Procedures

Dick Stearns  
*ORIGINATOR*

**RESPONSIBLE OFFICE:** Second Vice President

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*APPROVAL (Resp. Officer)*

**AFFECTED OFFICES**      President  
                                 Creel Notes Editor

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*APPROVAL (President)*

**REFERENCE:**                      WFFC Bylaws, Article VI, Section 3C

## **I.      PURPOSE:**

This procedure establishes guidelines and responsibilities for the WFFC Program Chair.

## **II.     SCOPE:**

This procedure applies to all activities dealing with programs to inform and/or entertain the WFFC membership at the regular (i.e., February<sup>1</sup> through November) Club meetings.

## **III.    REQUIREMENTS:**

**A. Background:** Quality programs have always been the catalysts for getting Club members together for fellowship and conviviality at the monthly meetings. In past years, we've had notables such as Ernie Schweibert and Lefty Kreh; quality and hilarious slide shows by local "experts"; and clinics by some of the world's best fly tiers (Aigner, Whitlock, Rosborough to name a few).

The task of lining up a years worth of talent should be relegated to an officer having some experience in making contacts - hence the #1 job of the Second VP.

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<sup>1</sup> Changed from January

## **B. Procedures**

**1. Program/Speaker Selection:** Many kinds of monthly programs are available. Slide shows and movies can be obtained from tackle companies, the FFF film library and wildlife agencies. Authors and fly fishing notables whose travel schedule might place them in the NW on 3rd Tuesdays are also prime candidates. Here are some other considerations (and pitfalls to avoid):

**a.** It is helpful to keep a spare program on hand in case a speaker defaults for some reason.

**b.** Keep a list of WFFC and associate FFF club members who can provide interesting programs. The best programs have often come from within the WFFC membership.

**d.** Try to keep commercialization to a minimum. While this isn't always possible when speakers are invited to talk about their guide service or fishing resort, the frequency of these kinds of programs should be monitored.

**e.** The Program Chairman shall maintain a set of anecdotes to be presented at General Club meetings, and shall schedule a "Heritage Meeting Night" for the November general membership meeting to include videos, speakers, interviews of key WFFC members.

**2. Publicity/Creel Notes Notification:** The best program will flop if announcements aren't made on time and in sufficient detail. Ask the speaker for a summary of his program and some personal background for the Creel Notes. On rare occasions, the WFFC has notified other clubs when a real powerhouse speaker is to appear, taking into account item 1.a, above, however.

**3. Audio/Visual Equipment:** Make certain all necessary WFFC audio/visual equipment is on hand and in good operating condition.

## **IV. RESPONSIBILITIES:**

**A. Second Vice President:** The Second Vice President shall be directly responsible to implement the requirements of this procedure. To this end, he/she shall be responsible for all regularly scheduled programs for the January through November meetings; and shall establish the necessary budget to cover anticipated expenses for these programs. Additionally, he/she shall prepare written notices of each program for the Creel Notes. Finally, he/she shall insure that the Program Chairman's file is updated with the names and dates of guest speakers used during the year. This ensures that future Program Chairmen are aware of speakers used in the past.

**B. President:** The president shall maintain an agenda that assures adequate time for dinner and coordinate with program chair that sufficient time is allowed for the program.

**D. Creel Notes Editor:** The Creel Notes editor shall assure that adequate publicity is covered for each monthly meeting.

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