

WFFC OPERATING PROCEDURE

Number 302

Revision Number: D

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SUBJECT: Outdoor Chairman Responsibilities and Procedures

Mark Dewitt
ORIGINATOR

RESPONSIBLE OFFICE: Second Vice President

APPROVAL (Resp. Officer)

AFFECTED OFFICES Second Vice President
 Treasurer

APPROVAL (President)

REFERENCE: ¹WFFC Bylaws Article VIII, Section 4

I. PURPOSE:

This procedure establishes guidelines for planning and organizing WFFC outings.

II. SCOPE:

This procedure applies to all officially sanctioned outings that the WFFC holds throughout the year.

III. REQUIREMENTS:

A. Background: Club outings have traditionally been the source of some of the most memorable events of the Club's history. -Many stories and 'Goofus', 'Half Assed', 'Andy' and 'Dunkers' awards have been spun from the antics of some of our more prominent Club members during these outings. These Club outings along with programs and education activities combine to provide members with a rich source of knowledge and enjoyment.

B. General Duties:

1. Attend all Club meetings and report to Board at Board meetings.
2. Plan a calendar of events for the upcoming year (typically about 1 event per month). Post the calendar of events (dates and locations) for the upcoming year Jan - Dec in the February Creel Notes through the Creel Notes editor. Include event leader's name, if possible. Events should encourage campfire stories to preserve Club history.
3. During preparation of the annual Club budget, ensure Treasurer includes a specific line item in said budget for purposes of funding outing events. Organize the events within the annual budget guidelines and budget funds available.
4. Maintain and store all Club equipment associated with outdoor activities. Maintain an up-to-date inventory of all such equipment showing location and condition, and pass this inventory along with the equipment to the succeeding outdoor chairman.
5. Capture events on film through assignments to Club photographer.

C. Pre-Event Duties:

1. Prepare an outing activity schedule and identify supplies, equipment and help required.
2. Publish a description of the event in the Creel Notes 30 days (minimum) prior to the date(s) of the event. Include date, start times, and information about any group gatherings, i.e. meals, fires, sing-along etc. Also include information about fishing areas, flies, and techniques and/or request an "expert" to give a short description at the general meetings prior to the event.
3. Make reservations if necessary at locations for Club events, and have maps available at general meetings for those who need directions. Find persons who may be early arrivals to reserve camping spots for other Club members and a gathering spot
4. Announce the event and post a sign-up sheet at the two meetings prior to the outing to determine a head count for amount of food, Club camping equipment and who will be able to assist in responsibilities of transportation, cooking, cleanup etc.
5. Delegate responsibilities to members planning to attend the outing. Cooks, cleanup people, firewood gatherers etc.
6. Organize and delegate responsibilities of collection, and transportation of all food and camping equipment necessary for the gatherings. Assure receipts are collected for Club-reimbursed expenditures.

D. At-Event Duties:

1. Welcome members who have arrived and assist new arriving members in locating campsites. Locate a gathering area for Club activities (Usually –the Outdoor Chairman’s campsite or the campsite of the event leader, or a common area of the campground).

2. Follow up on arrival of all necessary camping equipment and assure that outing activities are initiated according to plan.

3. Welcome all to Club gatherings and make any necessary announcements.

4. Collect funds from participants to offset any unbudgeted outing expenditure.

5. Coordinate cleanup efforts, and ensure facilities used are left in as good or better condition than before.

E. Post-Event Duties

1. Write thank you letters as appropriate.

2. Recap the event expenditures and receipts and report to the Club Treasurer. See that individuals who made purchases of supplies/food submit receipts to the Club Treasurer in order to be reimbursed.

3. Write an event synopsis for the next publication of the Creel Notes and provide to the Creel Notes Editor at the next Board meeting or sooner if possible.

IV. RESPONSIBILITIES:

A. Second Vice President: The Second Vice President shall attempt to coordinate outing events with monthly programs and educational activities such that membership interest is focused towards these outings in a timely manner.

B. Treasurer: The Treasurer shall assure that adequate budget is planned and reserved for outing expenditures and shall maintain an accounting of outing-related expenditures.

¹ Added Reference