

WFFC OPERATING PROCEDURE

Number 304

Revision Number: F

Date: Nov. 16, 2005

SUBJECT: **Youth Committee Chair Duties and Responsibilities**

Don Simonson
ORIGINATOR

RESPONSIBLE OFFICE: Second Vice President

EFFECTED OFFICES First Vice President
 Treasurer
 Ghillie

APPROVAL (Resp. Officer)

APPROVAL (President)

REFERENCE ¹WFFC Bylaws, Article I. E

I. PURPOSE:

This procedure provides guidance for the Youth Committee Chair in performing his duties.

II. SCOPE:

This procedure applies to activities carried out by the Youth Committee Chair

III. BACKGROUND:

The thrust of the Youth Committee Chais, throughout the Club's history, has been to meet the spirit of the Bylaws by encouraging and assisting others to become fly fishes and sportspersons, particularly young persons. Accordingly, the main responsibility of the Youth Chairs will be to organize and coordinate the Youth Activities.

IV. REQUIREMENTS:

A. Board Meetings: The Youth Chair will review with the Board all proposed activities.

B. Membership Meetings: The Youth Committee Chair will announce the plans along with requests for instructors.

C. Student Recruiting: The Youth Committee Chair will establish a basis to accept youth attendees. The chair must take into consideration the applicants desire to attend, the financial status, acceptance criteria if more than six apply. The Youth Committee Chairmen should recruit youth from a wide range of candidates both boys and girls and when selection is required it should not be limited by the financial means of the candidate. The need for financial assistance is covered by section F. below.

D. Soliciting Instructors: The Youth Committee Chair is responsible to supply the fly tying and fly casting instructors for both the girls and boys.

E. Storage and Maintenance: The Chair is responsible for maintaining the WFFC fly tying and fly casting equipment. He is to prepare the individual fly tying packets for each student prior to classes. The kits should include the required amount of hooks, chenille, thread, hackle, or any other appropriate material. The Chair is also responsible for the delivery and return of the Club's equipment.

F. Foundation Payment: The Chair will coordinate with the WFFC Foundation for the partial payment reimbursement for the Club's sponsored student tuition, if said reimbursement is approved in advance by the Foundation

V. RESPONSIBILITIES:

A. First Vice President: The First Vice President shall assist in the recruitment of instructors for the Youth activities by canvassing membership records and from membership interviews.

B. Treasurer: Each year during the budgeting sequence the Board shall create a specific budget line item to fund expected and/or proposed Youth activities for the related budget year. The Treasurer shall ensure that adequate funds, in accordance with the Budget, are reserved and assist in setting budgets for the maximum number of expected students.

C. Ghillie: The Ghillie shall assist in the procurement of fly-tying and casting gear from existing Club inventory, and/or when necessary, solicit members for surplus equipment.

¹ Corrected

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