

WFFC OPERATING PROCEDURE

Number 406

Revision Number: B

Date: Mar 4, 2014

SUBJECT: Roster Publication Committee

John Schuitemaker
ORIGINATOR

RESPONSIBLE OFFICE: Secretary

APPROVAL (Resp. Officer)

AFFECTED OFFICES

APPROVAL (President)

I. PURPOSE:

This procedure establishes guidelines for the conduct of WFFC Roster Publication operations.

II. SCOPE:

This procedure applies to the activities of the WFFC Roster Publication Committee.

III. REQUIREMENTS:

A. The Roster Publication committee is responsible for annual publication and distribution of a bound paper roster containing the following sections:

- i.** WFFC Officers, Trustees, Committee Chairs, Online Info
- ii.** WFFC Past Presidents
- iii.** WFFC Awards and Recipients
- iv.** WFFC Member Photos & Contact Information
- v.** WFFC Bylaws

B. The Roster Publication committee is responsible for responding to requests for update of online roster member contact information for those members who do not have internet access to the club website.

IV. PROCEDURES:

- A.** The Roster Publication Committee will provide an estimate of operating budget information to the Club Treasurer during the Club budgeting process to support the WFFC Roster Publication Committee activities.
- B.** The Roster Publication Committee will for roster sections:
 - i.** WFFC Officers, Trustees, Committee Chairs, Online Info - maintain and (annually) update a data file
 - ii.** WFFC Past Presidents - maintain and (annually) update a data file
 - iii.** WFFC Awards and Recipients - maintain and (annually) update a data file
 - iv.** WFFC Member Photos & Contact Information - (annually) request an extract from the member area of the website
 - v.** Bylaws – use the most recent membership approved version
- C.** The Roster Publications Committee will use the “surrogate contact info change” screen in the member area of the website to respond to requests of members (not having internet access to the club website) for update of their contact information.
- D.** The Roster Publications Committee will use this typical process for roster production targeting April Meeting Distribution: ¹
 - 1. At the end of March, after all member dues are in, get a database extract from webmaster of all the members that have paid their dues and are to appear in the roster in a format that is ready to print. It includes the member’s name, contact info, member status, year, sponsors, spouse name, and photo.
 - 2. Assemble the other parts of the roster. Use a Word versions of each of these pages and just add or change the previous year’s version. Typically they are as follows:
 - a. Cover page
 - b. List of current year’s officers
 - c. List of past presidents
 - d. List of award recipients
 - e. Roster contact pages
 - f. By-laws
 - g. Have standard material such as outing schedule, mission statement for odd blank pages and/or inside front and back covers.
 - 3. There are edits each year to each of the pages above as follows:
 - a. Cover page: replace the year with current year (e.g., 2014). Choose a new color of cover at time of printing. Make sure the color will be available.
 - b. List of officers: add current year’s officers and committee chairs with their phone numbers. This is available on the WFFC web site.
 - c. List of past presidents: Add the previous year’s president to the list of past presidents.

- d. List of award recipients: Add the award recipients from the January meeting. You can find the names of the recipients in the February Creel Notes on the WFFC website archive of Creel Notes.
 - e. Roster member pages
 - f. By-Laws: Ask the secretary or president for the most current version as it could have been amended. The By-Laws were deliberately omitted for the 2013 Roster.
4. Email, or deliver on thumb drive, the pdf versions and MS Word files of each of these to the printer of choice. In the past, we have used G&H printing on Eastlake Union just north of Patrick's Fly Shop.
 5. Take the rosters to the April meeting and set up at the Ghillie registration table. Keep one roster as your master to track who received one in person at the meeting. This is an important step as the remainder will be mailed to members.
 6. Mail the remaining rosters.
 - a. Ask the webmaster for a list of names and addresses that you will convert to labels.
 - b. Purchase enough envelopes to mail the remaining rosters
 - c. Purchase postage. in one couple of ways:
 - i. Had Kinko's do the postage and mail – quite expensive.
 - ii. Have Kinko's print postage and apply them manually – less expensive.
 - iii. Purchase the appropriate number of stamps and apply those manually – slowest, cheapest.
 7. Drop them off at a postal station.

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

² Incorporate procedure written by Michael Moscynski 3/4/2014