

WFFC OPERATING PROCEDURE

Number 601

Revision Number: E

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SUBJECT: Ghillie's Responsibilities and Duties

Don Schroder
ORIGINATOR

RESPONSIBLE OFFICE: Ghillie

APPROVAL (Resp. Officer)

AFFECTED OFFICES: President
First Vice President
Second Vice President
Treasurer

APPROVAL (President)

REFERENCE: ¹WFFC Bylaws Article VI. Section 3. F.

I. PURPOSE:

This procedure establishes duties and responsibilities for the WFFC Ghillie.

II. SCOPE:

This procedure applies to the Ghillie and to any committees established by the office of the Ghillie to carry out the protocols and traditions of the WFFC.

III. REQUIREMENTS:

A. Background: According to tradition, the ghillie was responsible for enforcing the rules and traditions of river beats owned by lords and gentry of the British Empire. It was his duty to oversee the tying of the flies used by his lord and guests, and to assure that all properly caught fish were dispatched and prepared for the evening meal. The key words here, are “properly caught”. If the established rules of the stream were not followed, the member or guest, irrespective of his rank, was either fined or asked not to return. This, therefore, is the authority of the ghillie; granted through tradition and necessity by harried fishing club presidents. The authority of the WFFC Ghillie is couched in this tradition. Should a member or guest overstep

the bounds of good taste or tradition, the Ghillie would be authorized to fine the transgressor or suggest to the membership chairman that the guest not be considered for membership.

B. Procedures:

1. At Monthly Club Meetings, the Ghillie shall:

a) Ensure the he Club logo will be displayed behind or on the podium at all meetings;

b) Ensure Club patches, decals, hats, belt buckles, additional name badge paraphernalia, etc are available for sale at meetings;

c) Collect the dinner reservation tariffs from members at the monthly membership meetings (excluding the Christmas Party), and ensure the members and guests sign in on the appropriate sign-up sheets. Submit the funds to the Treasurer at the end of each meeting.

d) Maintain the general fund at the monthly membership meetings, and submit the counted funds to the Treasurer at the end of each meeting.

e) Make available the fly swap box and ensure that an adequate supply of flies is provided; ensure that the King Skunk and Dunkers awards and regalia are on hand, and; provide a spare gavel for the president in the event that his is purloined or not otherwise available.

f) Collect fines as directed by the President, or as traditionally levied, and act as club sergeant-at-arms during club meetings, which includes fining members for such things as:

1. Neglecting to state his name prior to addressing the assembly.

2. Not wearing proper attire as established by the Board, or wearing a club-standard name tag.

3. Refuses to divulge the name and location of waters he reports to have successfully fished.

4. Other activities not appropriate, including generally acting in a manner contrary to established club decorum.

g) Provide ballots for voting of new members, and assist the First Vice President in distributing, collecting, and counting said ballots;

h) Provide packages of information noted in 2.a) herein, as coordinated with and directed by the First Vice President, for any new members to be initiated at said meeting.

2. Prior to Club Meetings:

a) Prepare packages for new members scheduled for initiation, consisting of name tags, club pins, copies of bylaws, the book *Backcasts, a History of the WFFC*, a Club patch, decal and selected flies from the swap box.

b) Maintain an adequate inventory of Club pins, patches, name tags, decals, hats, belt buckles, Club rosters, etc., and notify the Treasurer when this supply cannot sustain the membership for the year in order to obtain the necessary funds to procure additional inventory. In the event the inventory is determined insufficient, the Ghillie shall obtain additional inventory.

c) Perform duties as directed by the President.

d) Coordinate the reservation of the meeting room and dinner for the monthly meeting, excluding the Christmas party. This includes providing each month to the caterer the estimated member and guest count for the month's meeting to ensure adequate dinner and seating quantities.

3. Other:

a) Maintain the key to the Club storage facility.

b) Maintain a key to the Club library bookcase.

c) Prepare a budget each year to be submitted to the treasurer.

d) Annually review the inventory list of the Club storage facility, and report to the Board any discrepancies, positive or negative, between inventory lists.

e) Assist the President or other Board Members in ensuring any outstanding Club materials that are ordinarily stored or should be stored in the Club storage facility are obtained and returned to the storage facility.

IV. RESPONSIBILITIES:

A. Ghillie: The Ghillie shall be directly responsible to implement the requirements of this operating procedure. To this end, he shall be responsible to the President for the decorum and conduct of members and guests at the general Club meetings, and shall attend to the logistics for efficient operation of Club meetings.

B. President: The President shall establish general guidelines for the conduct of Club meetings, which the Ghillie will be expected to enforce.

C. First Vice President: The First Vice President, acting as Membership Chairman, shall accept input from the Ghillie regarding the conduct of guests, for the purpose of evaluating their candidacy for membership

E. Treasurer: As described elsewhere in this Procedure, the Treasurer shall coordinate with the Ghillie in the collection of dinner proceeds, fines, sales of patches, decals, etc, and shall assist in establishing guidelines for the accountability of such monies

¹ Added Reference