

# STANDARD OPERATION PROCEDURES

## South Sound Puget Sound Anglers Officers and Members Information Packet

**Our Motto: Preserving, Protecting, and  
Enhancing  
the Sport Fisheries of Washington State**

[Table of Contents](#)

[Chapter Oversight](#)

[PSA State Board](#)

[Board of Directors](#)

[President](#)

[Vice President](#)

[Past President - Board member](#)

[Secretary](#)

[Treasurer](#)  
[Board Members at large \(Five\)](#)  
[General Membership Responsibilities](#)  
[Non-Voting Appointed Chair Volunteers](#)  
[Speaker Chair](#)  
[Communications Chair](#)  
[Membership Chair](#)  
[New Member Greeters](#)  
[Webmaster](#)  
[Volunteer Activities Coordinator](#)  
[Raffle Chair](#)  
[Clothing Chair](#)  
[Seafood Banquet Chair](#)  
[Christmas Banquet Chair](#)  
[Nominations Chair and Committee](#)  
[Audio Visual Equipment Chair](#)  
[Derby Co-Chair](#)  
[Derby Awards Ceremony Coordinator](#)  
[Derby Weigh-in Coordinator](#)  
[Annual Meeting](#)

This document is a living document and should be reviewed at the beginning of each Chapter year by the new officers and Board. It should be revised as needed.

## [Chapter Oversight](#)

The Chapter is a non-profit organization, IRS non-profit 501-C7 status, and as such is governed by the rules for non-profits. We have by-laws registered with the State of Washington. The Chapter is also a member of the Puget Sound Anglers State Board. The Chapter has no employees. The Chapter is run solely by volunteers.

## **PSA State Board**

The state Board is comprised of 19 individual chapters throughout the Pacific Northwest and represents the individual chapters in matters concerning us all. Each chapter however is individual unto itself. A per capita dues of \$4.00 is paid each January from the chapters to the State Board. There are quarterly meetings of the State Board. Each chapter has two voting representatives. These representatives could be any member in good standing from the

chapter, as designated by the President, and who are in attendance at these meetings. The State Board has allied with Fish Northwest to gain a lobbyist looking out for our interests in the political arena. <http://www.pugetsoundanglers.org/>

## Board of Directors

Our Chapter, South Sound Puget Sound Anglers, shall be governed by the Board of Directors, which comprises up to nine voting members.

1. President
2. Vice President
3. Secretary-Treasurer
4. Past President
5. Two Members-at Large elected in even numbered years
6. Three Members-at Large elected in odd numbered years

All major decisions concerning the operation of the chapter will be sanctioned by the Board before any action takes place. This Board, through its regular monthly meetings, special meetings if required, or by a survey, (either phone or e-mail) is to operate in the best interests of the chapter as set forth in the By-Laws.

All members are welcome to the Board meetings and can have input, but only the nine Board members have voting rights on motions that come before the Board. All Board meetings require a quorum of Board members to be a valid meeting. A quorum is defined as five voting members.

The Board, or appointed volunteers as a group, helps in preparing a yearly budget. All financial transactions outside of normal budgeted items need to be approved by the Board before a check shall be written by either the Treasurer or Secretary.

Yes, we take volunteers at their leisure. However if a volunteer seems to be veering off course, or may put the chapter in jeopardy in any way, it is the Board's responsibility to point this out to that individual and if necessary to take immediate action to protect the interests of the chapter.

All Officers and Board members are to perform, vote, and carry out their duties in a manner that is beneficial to the Chapter. All Officers and Board members are:

1. To be informed as to the SOP and Bylaws of the Club
2. To guide the Club in a legal, moral, firm and honest manner keeping the interests of the general membership in mind
3. To be available to members who may have encountered Club related problems and try to help solve the problem.
4. To be a sounding Board for our members in relationship to relaying information to the Board.
5. To do research on pending issues and present motions before the Board as need be.
6. To vote in an unbiased and informed manner on any motion that may come before the Board.
7. To question any reimbursement requests that seems out of line and/or not previously approved.
8. To assist the President in any manner.

In addition to the general duties listed above, specific duties of each Board member are listed below.

## President

The President shall preside over the normal operations of the Club and:

1. Keep the membership at large informed as to the functioning of the Board.
2. Be an organizer and delegator of duties if need be.
3. Be able to be a negotiator between officers as need be.

It is suggested that the president prepare a written agenda to work off of for both the monthly general and Board meetings.

The President needs to be prepared to present a check for the per capita dues to the PSA State Board at the State Board's first meeting in January of, otherwise our chapter has no voting rights at this meeting or any meeting until per-capita is paid.

The President is responsible for the "President's Message" for The Reel News and e-mail it to the editor, at [thereelnews@comcast.net](mailto:thereelnews@comcast.net) as soon after the 15<sup>th</sup> of the month as possible. The 20<sup>th</sup> is the final cut-off date for publication. Also a copy of the "President's Message" needs to be forwarded to the chapter's Newsletter Person for inclusion in the chapter's monthly newsletter at about the same time frame. Our yearly membership/election meeting is in March, and the retiring president needs to prepare the April message to this publication.

It is the President's responsibility to work with the Board to ensure that a budget for the following year is prepared.

This position is up for election annually, and has a term limit of two consecutive terms.

When this person steps down, they should pass on to their successor a written procedure of how they operated and the names of their contacts and contact information in regards to performance of their duties.

## Vice President

The Vice President is to be available to take over for the President when the President is unavailable, utilizing all the qualifications, powers, and requirements of the President mentioned above. The person occupying this position should be willing and able to step up to the President's position at the end of the President's term.

The Vice President is co-chair of the Nominations Committee with the Past President.

This position is up for election annually and has a term limit of two consecutive terms.

When this person steps down, they should pass on to their successor a written procedure of how they operated and the names of their contacts and contact information in regards to performance of their duties.

## **Past President - Board member**

The Past President is on the Board to help provide information, guidance, and stability to the Board and Club in the form of past history and previous proven procedures, and to act as a rudder keeping the Club on a straight course.

The Past President is a co-chair of the Nominations Committee with the Vice President.

This position is not an elected position and it is assumed by stepping down after serving as president. It carries full voting rights as a delegated member of the Board.

## **Secretary**

The Secretary is responsible for recording a brief synopsis of all meetings, including Club general meetings, Board meetings and special meetings, and will issue the minutes in a timely manner to all involved members via email.

The Secretary maintains a current membership roster and:

1. Supplies the number of members to the Treasurer so the Treasurer can issue a check to pay the State PSA dues by the first meeting in January of the PSA State Board.
2. Issues an electronic copy of the membership roster to the Board members or interested general members to be used only for chapter business communications.
3. Handles other business correspondence and empties the Club post box in a timely manner.
4. Records the payment of yearly dues, issues membership cards, and maintains an accurate and up to date electronic MS Excel member roster file. Makes and distributes laminated membership cards.
5. Transfers dues and payments to the Treasurer in a timely manner.
6. In a timely manner relay new members e-mail addresses to the Newsletter person to be added to the chapter routing list
7. Require new corporate members to submit 2 business cards. One goes to the Webmaster and the other goes to the Newsletter person so they can keep the business card corporate advertisements page current

The Secretary keeps the records of the chapter's inventory. This pertains to property the chapter owns, but not limited to, Public Address system, ice chest coolers, plastic laminator, banner, derby scales and signs, projector screen, cork Board and easel etc. Since the chapter has no main warehouse, these items are cared for by members and a sheet is prepared indicating what each item is and where it is located. This list will be dispersed to each Board member at the start of each year.

The Secretary is responsible for original document storage for the Club. It is incumbent upon all writers of documents to send an electronic copy of the document to the Secretary.

This position is up for election yearly, but has no term limit. It may be combined with the Treasurer's position.

When this person steps down, they should pass on to their successor a written procedure of how they operated and the names of their contacts and contact information in regards to performance of their duties and to pass on the chapter owned laminating machine to the successor.

## **Treasurer**

The Treasurer is responsible for being familiar with current normal accounting practices.

Duties of the Treasurer are:

1. To facilitate a yearly budget in cooperation with the Board of Directors.
2. To keep a current financial record of the Club's income and expenses, distribute printed copies of the records at the monthly Board meetings and have a copy available at the general meetings for review by the membership if they desire.
3. To pay the normal budgeted bills in a timely manner. Any bill not budgeted or previously approved by the Board needs approval of the Board before payment. If a bill needs to be taken care of sooner than the monthly Board meeting, then the President has the right to approve it.
4. To submit a financial report of the derby expenses within 45 days of the derby to the Board when applicable.
5. To provide a budget to the banquet Chairs, raffle Chair and derby Chair for guidance as to expenditures based on the previous year's events when applicable.
6. To deposit in a separate account, an amount set by the Board, for the next years salmon derby expenses when applicable.

This position is up for election annually, with no term limit. It may be combined with the Secretary's position.

When this person steps down, they should pass on to their successor a written procedure of how they operated and the names of their contacts and contact information in regards to performance of their duties.

## **Board Members at large (Five)**

These members, as with all Board members, oversee and guide the Chapter so that the chapter's goals and mission are achieved, and ensure the collective wishes of the members are followed.

Five Board Members-at-Large are elected to serve a two-year term, with position #1, #3, and #5 elected on odd years. Positions #2 and #4 are elected on even years. These positions are also subject to the 2 consecutive term limit.

Board members are responsible to attend the meetings as regularly as possible so they understand the functioning of the organization. The Board may choose to replace a Board member with three consecutive absences.

## General Membership Responsibilities

**Our motto: Preserving, protecting and enhancing the sport fisheries of Washington State**

Members (you) joined for a reason. You, the general membership, need to be involved in attending the meetings, Club functions, and outings that are relevant to you. New members are the lifeblood of any organization. All members should continue to try to recruit more new members and this is best accomplished by inviting your fishing friends to visit a meeting.

The officers welcome all feedback. If there is anything that you think may be of a benefit to the Club, or enhances the reason you joined the Club, by all means please contact one of the officers. If you know someone who would be a good speaker for a Club meeting, please supply their name as a possible speaker.

Communication between the officers, the newsletter editor, and the members is important. If your e-mail address or phone number has been changed, it is the member's responsibility to contact the Secretary so the Club roster can be updated. For an e-mail address to function correctly, spelling and or punctuation is critical, so please do this by email, using your new email address as handwritten can be hard to decipher accurately.

During the "Fishing Tales" part of meeting where our members have the chance to tell of their recent/past fishing experiences, be aware that there are many people in the room who would like to hear what you say. It is recommended that you stand up, raise your voice if need be, (if the microphone is not passed around) and talk to the Club at large, not just to the front of the room. This part of the meeting is a highly anticipated time and if 1/2 of the persons attending cannot hear well, they may begin to wonder why they even came. Also, if you can't hear, ask them to speak up!

The outings goal should be that the newer members be the priority guests. If possible, the current members should actively invite the new members to go with them.

Support the monthly raffle, because the raffle is run for the benefit of the chapter, to hopefully be somewhat of a fundraiser and promote attendance at the same time.

If you placed a "For Sale" with the Newsletter person and the item has sold, contact them to remove this now outdated ad.

**We need and must have volunteers to be officers, Board members, Event/Outing Chairs.** We rely on our members to volunteer. Our Club is run solely by volunteers. The Club has no employees. While not everyone wants to be a Chair or an Event Coordinator, there are many opportunities to volunteer for a specific purpose and/or fill a short term need.

We need volunteers to do a multitude of jobs. These jobs include and are not limited to:

1. Setting up and taking down the chairs and tables at the meetings and events where applicable.
2. Cleaning up after the meetings or events where applicable.
3. Ticket taking at the banquets

4. Weigh-in volunteers at the annual salmon derby or setting up and taking down signs at the derby
5. Assisting during an outing, and helping with the yearly picnic.
6. To coordinate and/or work at the yard sale.
7. Do the coordinating with supporting businesses related to a Board approved activity

We are a registered non-profit organization (IRS non-profit 501-C7 status). We have by-laws registered with the State of Washington. If a volunteer (or member) seems to be veering off course, or may put the chapter in jeopardy in any way, it is the Board's responsibility to point this out to that individual and if necessary to take immediate action to protect the interests of the chapter.

## **Non-Voting Appointed Chair Volunteers**

Since, like most small organizations, volunteers are always needed to step forward. Any of the following volunteers could be doing the job of more than one position within the chapter to make for a smoothly run organization. In a circumstance as this, if you would like to volunteer for a position that is currently occupied by another person, do not hesitate to approach them and offer your helping services. They may just be doing it to fill a needed position and would really like to see new blood step forward.

At times, some of the positions listed herein are not always needed, and as such will be filled when need

## **Speaker Chair**

This person is responsible for coordinating with the Board on which meetings will need a speaker and arranging for speakers at those general meetings. Speakers are to be identified at least two months in advance of the speaking date to allow for publication of the speaker and subject matter to the members and general public. They are to coordinate with the Newsletter, Communications, and Webmaster persons so they can provide timely advertising needed to promote the speaker and the subject. (Promoting our speakers is essential as many of our new members are gained by their interest in the Speaker topics and the public learns of our Club and its service.)

They also need to follow up a week or so ahead of the scheduled time to verify the speaker will indeed be there and determine what audio/visual aids the speaker may require. The audio/visual aid requirements need to be given to the Audio Visual Equipment Chair. They also need to have a backup plan in case of a last minute cancellation.

When this person steps down, they should pass on to their successor a written procedure of how they operated and the names of their contacts and contact information in regards to performance of their duties.

## **Communications Chair**

The Communications Chair is responsible for establishing contacts with the local publishing media in order that news and events of the Club is published and available to general public. It is desired that the publicity is accomplished at no cost to the Club. Any fees required to publish require preapproval by the Board.

Not all of the Clubs news and events are for general publication outside of the Club. However, when it is desired to inform the general public or publicize an event or a speaker, the Communications Chair is the contact person for the Club.

Potential publicity sources are but not limited to:

1. The Olympian; What's Happening section as the Outdoors section no longer exists.
2. The Club website
3. The Club Facebook Page; South Sound Puget Sound Anglers Page
4. Thurston Talk website
5. The Nisqually Valley News
6. Shelton-Mason County Journal

When this person steps down, they should pass on to their successor a written procedure of how they operated and the names of their contacts and contact information in regards to performance of their duties.

## **Membership Chair**

Membership Chair is responsible to actively seek new members and ways to attract new members. This may be in any form that attracts potential new members.

The events that generate the most new members are the "Fishing Seminar" and interesting and timely speaker topics.

The Membership Chair should always have available membership applications and business cards. Membership Chair should be available to help the Communications Chair, the Speaker Chair, and the Greeters.

When this person steps down, they should pass on to their successor a written procedure of how they operated and the names of their contacts and contact information in regards to performance of their duties.

## **Newsletter Editor**

The Newsletter Person is responsible for creating, editing, and publishing the monthly Club Newsletter. The preferred transmission to all members is via their email addresses on file with the Secretary. On a limited basis, for only those members who do not have a computer, use the USPS for mailing hard copies.

They are to maintain an up to date page of our corporate advertisers and to accept for sale/want ads from membership to be posted on the monthly newsletter.

When this person steps down, to pass on to their successor a written procedure of how they operated, computer programs used, and or names of contact persons in regards to performance of their duties.

## **Events/Outings Chair**

The Events/Outings Chair is responsible for developing, implementing and coordinating outings and events for the Club. This person needs to look far enough ahead to schedule the bulk of the outings at a time when the fish/shellfish will be available in the designated area. They are to coordinate with the Newsletter, Communications, and Webmaster persons so they can provide timely advertising needed to promote the event/outing.

These outings could include but not limited to, fishing, crabbing, clam digging, annual picnic, Fishing Kids day at Long's Pond, boat launch cleanup, volunteer work for worthy fish related organizations and other similar events.

When this person steps down, they should pass on to their successor a written procedure of how they operated and the names of their contacts and contact information in regards to performance of their duties.

## **New Member Greeters**

The New Member Greeters are responsible for welcoming new members and guests at the meetings. It is their responsibility to approach new members, introduce themselves, and strike up a conversation with them. Offer a printed "Welcome to our Club" sheet to these new members; suggest they visit our chapter website <http://www.sschapterpsa.com/>, and discuss the Facebook page.

At the general meetings when visitors stand up and are introduced, remember them and at the break approach them, give them a copy of the "Welcome to our Club" sheet and engage in conversation. Introduce visitors to other members including officers of the chapter, and try to connect them with potential fishing partners who may have an interest in their type of fishing.

It is important that there is a direct communications line between the Membership Chair, the Secretary, and the Greeter. It is hard to contact all new members without this.

When this person steps down, they should pass on to their successor a written procedure of how they operated and the names of their contacts and contact information in regards to performance of their duties.

## Webmaster

The Webmaster is responsible for the quality and the content of the Club's webpage and is under the supervision and guidance of the Board. Recognizing that technology is evolving rapidly, the Webmaster is responsible for recommendations to the Board on needed/required/desired changes in technology.

The Webmaster is responsible:

1. To create, at the discretion of the Board, a vibrant website and keep it current in a way that is useful in relaying to our members and hopeful new members, our motto of preserving, protecting and enhancing the sport fisheries of Washington State. This website should, but not be limited to, displaying our By-Laws, SOPs, calendar of events, news, fishing info, membership application, photo gallery, and an officers roster along with a corporate member business card advertisement page.
2. To maintain the website so it is current before and during any outing or derby, listing sponsors and information necessary to smooth functioning of the outing/derby. The website is one of the chapter's main communications media for advertising and keeping current information for the derby accessible to the public, and as soon as possible after a derby, to post the winners place ranking and photos if applicable.
3. It should not be allowed to stagnate and should be updated at least monthly. It should be compliant with all the requirements of the organization as pertaining to the chapter's IRS non-profit 501-C7 status.
4. Every year after election of officers, communications to the State Board Webmaster needs to be done to inform him/her as to new officers.

It is also required that the webmaster copy the complete website into a CD, add the instructions and give this to the Secretary as a yearly backup.

When this person steps down, to pass on to their successor a written or electronic procedure as to operations, web creation program used, web hosting names and passwords needed to access the site, dates of domain name renewals and fees, or names of contact persons in regards to performance of their duties. To walk the new person thru the procedures and implementation used in maintaining this site.

## Volunteer Activities Coordinator

The Volunteer Activities Coordinator position is responsible for seeking out worthy organizations and coordinates with them as their needs for volunteer manpower from our chapter to help accomplish their goals that are in alignment with our established policies and goals promoting fish enhancement.

This person will ask the general membership for suggestions related to volunteering.

Past successful volunteer events have included: “adopt a stream” stream bank cleanup in combat areas like the Skokomish or Nisqually rivers and boat launch cleanup.

Other possible sources to look could be but not limited to, WDFW, LLTK, Stream Team, Hatchery managers (like the Tumwater falls park hatchery), the various NW Tribes, NWIFC, CCA, RFC, Fish Northwest or Dept of Ecology.

When this person steps down, they should pass on to their successor a written procedure of how they operated and the names of their contacts and contact information in regards to performance of their duties.

## **Raffle Chair**

The Raffle Chair is one that provides raffle merchandise that is offered at the monthly meetings for members only, sells raffle tickets at the monthly meeting, and conducts the raffle.

Due to the Gambling Commission ruling that raffle tickets can only be sold to members, with the exception of 2 events per year; we have designated those two events as the Seafood and Christmas banquets. During those two events only, guests of members and guests of the Club can purchase raffle tickets.

For the other regular meetings where we normally invite guests, care should be taken to ensure that guests do not purchase raffle tickets. Due to the Gambling Commission ruling, the Losers Raffle drawing was set up for members only and members must be present to win.

The Raffle Chair is responsible:

1. To adhere to the Board approved budget
2. To accept donations for this raffle if applicable.
3. To gather the monetary donations and transfer to the chapter Treasurer monthly as required.
4. At the annual Christmas party a “Losers Raffle” is run, utilizing loser tickets from the previous 12 months

It has been found that you can sell more by having the tickets separated in strips of 5 each. This however requires having lots of \$5.00 bills to make change.

It has been common practice at the Seafood and Christmas banquets to utilize the “Bucket Raffle” method instead of first come, first choice method.

When this person steps down, to pass on to their successor a written procedure of how they operated, normal quantities of merchandise each month or names of contact persons in regards to performance of their duties.

## **Clothing Chair**

This person is responsible for implementing (if Board approved) a program of ordering and selling Club logo clothing. They are responsible for collecting any money related to clothing and transferring it to the Club Treasurer monthly as required. If this person cannot be at the monthly meeting, they have the obligation to recruit assistance.

If any merchandise is transferred into the raffle, it is important to pass this information on the Treasurer so that the proper accounting change can be made.

The program may be curtailed if sales drop to the point where the return is not worth the effort expended.

When this person steps down, they should pass on to their successor a written procedure of how they operated and the names of their contacts and contact information in regards to performance of their duties.

## **Seafood Banquet Chair**

This event usually takes place at the April general meeting.

The Seafood Banquet Chair is responsible for all of the happenings at this event including a chowder contest if one is to be had.

The Seafood Banquet Chair is:

1. To adhere to the Board approved budget.
2. Organize the banquet and see that there is enough food and that there are enough volunteers to cover appropriate duties.
3. To do the food table set up so as to facilitate the food line to flow on both sides of the tables, speeding up the process.
4. To coordinate a ticket sales person at the door, and a procedure of collecting the tickets at the food line
5. To make provisions to accommodate any handicapped members or guests and their spouses for access to the food line before the charge.
6. Coordinate with the raffle Chair about the quantities of items available.
7. Coordinate with the Newsletter and Webmaster persons for any additional advertising needed to promote this event.

When this person steps down, they should pass on to their successor a written procedure of how they operated and the names of their contacts and contact information in regards to performance of their duties.

## **Christmas Banquet Chair**

This event usually takes place at the December general meeting.

The Christmas Banquet Chair is responsible for all of the happenings at this event including any special events that may occur.

The Christmas Banquet Chair is:

1. To adhere to the Board approved budget.
2. Organize the banquet and see that there is enough food and that there are enough volunteers to cover appropriate duties.
3. To do the food table set up so as to facilitate the food line to flow on both sides of the tables, speeding up the process.
4. To coordinate a ticket person at the door, and a procedure of collecting the tickets at the food line
5. To make provisions to accommodate any handicapped members or guests and their spouses for access to the food line before the charge.
6. Coordinate with the raffle Chair about the quantities of items available.
7. Coordinate with the Newsletter and Webmaster persons for any additional advertising needed to promote this event.

When this person steps down, they should pass on to their successor a written procedure of how they operated and the names of their contacts and contact information in regards to performance of their duties.

## **Nominations Chair and Committee**

The Nomination Committee will be made up of three people, the Past President, the Vice president (both acting as co-chairs) and one member-at-Large. The member-at-Large is to be identified by the end of March, allowing for the change of Officers at the end of the March general meeting.

The nominations committee is responsible for soliciting a slate of officers and Board members for the following year. It is also responsible for soliciting Chairs for the various functions and events as listed herein or sought by the Board. Prospective candidates are to be identified in a timely manner to the Board with sufficient time for them to be introduced to the membership. The nominations committee is to remind the members in a timely manner about the upcoming general elections at the March general meeting.

The Nomination Committee will encourage nominations and self-nominations from the membership. It should actively canvass strong candidates for open positions as many will serve when asked, but hesitate to self-nominate.

## **Audio Visual Equipment Chair**

This person is responsible for maintaining an inventory of all Club Audio/Visual equipment, keeping the equipment in good condition, keeping the software upgraded, and recommending new equipment where required. A current duplicate inventory list shall be given to the Secretary for backup and permanent record.

They are to coordinate with other Chairs for equipment needs and suitability, and especially with the Speaker Chair.

When this person steps down, they should pass on to their successor a current inventory list, a written procedure of how they operated and the names of their contacts and contact information in regards to performance of their duties.

## **Derby Chair**

The Derby Chair is responsible for setting up the chapter's yearly salmon derby committee and run the meetings related to this committee. They are to take charge of all organization related to the derby; follow thru on planning and implementation; and to delegate functions necessary to sub-Chair. This also includes locating any sponsors, donors or businesses that may contribute to the success of this event.

The Derby Chair is responsible:

1. To coordinate between the various Merchants Assns. and the chapter as early in the year as possible, and have the plan framework in place by March so that no surprises arise at countdown.
2. To keep in close contact with the Merchants Assn. and ticket sales vendors. To keep the Board apprised of ongoing negotiations.
3. To be sure that all expenses are paid as soon after the close of the derby as possible.
4. To stay within the Board approved budget for this event.
5. To gather the monetary donations and transfer to the chapter Treasurer as required monthly.
6. To be responsible for closing the books (all expenses paid) within 45 days after the derby.
7. To oversee that all signs are available and are in place during the days of the derby.
8. To coordinate the awards banquet.

This committee should have a secretary and treasurer, and will operate within the Board approved budget and report monthly to the committee and also the chapter Board.

When this person steps down, to pass on to their successor a written procedure of how they operated, and or names of contact persons in regards to performance of their duties.

## **Derby Co-Chair**

The Derby Co-Chair is:

1. To assist the Chair as delegated.
2. To contact and secure donations, (both monetary and merchandise) that fits into the derby prize plan.
3. To follow thru and send out "Thank You" or letters of appreciation soon after the event.

## **Derby Awards Ceremony Coordinator**

The Derby Awards Ceremony Coordinator is responsible:

1. To coordinate the set up facilities in preparation of the ceremony.
2. Facilitate and have the winning places posted on the ladder Board (located at the event) as early on as possible by having a lap-top computer available utilizing the weigh-in coordinators MS Excel printout.
3. Be available at this event to be a problem solver in the event of a dispute.

When this person steps down, to pass on to their successor a written procedure of how they operated, and or names of contact persons in regards to performance of their duties.

## **Derby Weigh-in Coordinator**

The Derby Weigh-in Coordinator is responsible for a smooth and operational weigh-in.

1. They accept volunteers to man both the weigh-in and the boat launch operations.
2. Supply a written guideline of operations to all involved.
3. Be available by cell phone during the derby for emergency consultation if the need arises.
4. To delegate or see that the chapter owned electronic weigh-in scale is on location when needed.
5. To set up a weigh-in system so that the entrant's ticket number can be associated to a digital photo of the fisherperson and fish taken at weigh-in time.
6. Set up a lap-top computer system whereby all entrants are entered into an electronic MS Excel spreadsheet or equivalent program whereby the descending order of fish weights are organized electronically (without doing it manually). However keeping a manually written paper copy of the original weigh-in for a cross-check if needed.
7. Help with the awards ceremony in regards to positioning the winners in proper brackets.
8. To delegate or see that the chapter owned electronic weigh-in scale is on location when needed
9. To set up a weigh-in system so that the entrant's ticket number can be associated to a digital photo of the fisherperson and fish taken at weigh-in time.
10. Help with the awards ceremony in regards to positioning the winners in proper brackets
11. To provide to the chapter Secretary and the Webmaster a CD of digital photos of the winning fish/fisherpersons as soon after the derby ends as possible.

When this person steps down, to pass on to their successor a written procedure of how they operated, or names of contact persons in regards to performance of their duties.

## **Annual Meeting**

The By-Laws have been changed designating the March general meeting as the Annual Meeting which includes election of new officers and Board members. While there will be a new president elected at this important meeting, the outgoing president will run and facilitate that the annual meeting in order to provide a smooth transition.

Consider not scheduling a "speaker" for the annual meeting.

At this annual meeting ---

1. Engage the membership in a discussion about the past year and the upcoming year. Discuss in some detail all of the prior year activities, ask for suggestions.
  2. Review with the membership the prior year income and expenses.
  3. Encourage the membership to offer input about both about the past year and what ideas they may have for the upcoming year
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Document History:

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**Revised and approved by the Board on Feb, 21, 2018**