

South Sound Puget Sound Anglers Officers & Members Information Packet

Chapter Oversight

Board of Directors

This chapter shall be governed by the board of directors, which comprises up to 9 voting members. All major decisions as to the operation of the chapter will be sanctioned by the board before any action takes place. This board, thru it's regular monthly meetings, special meetings if required, or by a survey, (either phone or e-mail) operates in the best interests of the chapter as set forth by the By-Laws.

All members are welcome to the board meetings & can have input, but only the 9 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.

The board, or appointed volunteers as a group, help 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.

Voting Board Members

President

Shall preside over the normal operations of the club. To be informed as to the SOP & Bylaws of the club. To guide the club in a legal, moral, firm but an honest manner keeping the interests of the general membership in mind. To be able to be a negotiator between officers if need be. To be available when possible, to any member when-ever needed, be it phone, e-mail or personally. To keep the membership at large informed as to the functioning of the board. Be an organizer & delegator of duties if need be.

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

The President needs to be prepared to present PSA State Board for per-capita for the State Board's first meeting in January of \$3.00 per member based on the previous years membership, otherwise our chapter has no voting rights at this meeting or any until per-

capita is paid.

The President needs to write a President's message for The Reel News & e-mail it electronically to Jim Georg the editor, at thereelnews@comcast.net as soon after the 15th of the month as possible. The 20th is the final cut-off date for publication. Since our yearly membership/election meeting has recently been changed to January, the retiring president needs to prepare a December's message to this publication.

Also a 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.

It should be the president's responsibility to work with the board & to see that a budget for the following year is prepared.

This position is up for election yearly, & with a 2 consecutive year term limit placed on it.

When this person's elected term expires or steps down, to pass on to their successor a written procedure of how they operated in regards to performance of their duties

Vice President

To be available to take over for the president when he/she is unavailable, utilizing all the qualifications & requirements of the president mentioned above. The person occupying this position should be willing & able to step up the the Presidents position at the end of the Presidents term / terms.

This position is up for election yearly, & with a 2 consecutive year term limit placed on it.

Past President board member

To be informed as to the SOP & Bylaws of the club. To help provide guidance & stability to the club in the form of past history & how by following previous proven procedures. To be available to members who may have encountered club related problems & try to help solve the problem. To be a sounding board for our members in relationship to relaying information to the board. To do research if necessary on pending issues & present motions before the board if need be. To vote in an unbiased & informed manner on any motion that may come before the board. To question any reimbursement requests that seem out of line & not previously approved. To assist the President in any manner. To act as a rudder keeping the club on a straight course.

This position has no election as it is assumed by stepping down after serving as president. It however carries voting rights.

Secretary

To be informed as to the SOP & Bylaws of the club. To record a brief synopsis of the meeting happenings, both the general meetings & the board or special meetings. Issue these reports in a timely manner to all members of the board or special meetings by electronic transfer.

The Secretary also needs to have the membership roster current & supply the number to the Treasurer so he/she can cut a check for \$3.00 per member for issuance of a check by the President to PSA State Board by their first meeting in January. To issue an electronic copy of this membership roster to the board members or interested general members to be used for chapter business communications. Handle other business correspondence and empty the PO box in a timely manner.

Normally the secretary is the person who keeps the records of the chapter's inventory.

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

This position is up for election yearly, but with no term limit placed on it.

When this person's elected term expires or steps down, to pass on to their successor a written procedure of how they operated in regards to performance of their duties

The normal 2 year consecutive term limit is waved for this position.

Treasurer

To be informed as to the SOP & Bylaws of the club. To be familiar with current normal accounting practices & maintain a balanced & running balance financial sheet

To facilitate a yearly budget in cooperation with the board of directors.

To keep a current financial record of the clubs expenses & print it off for distribution at the monthly board meetings & have available at the general meetings for review by the membership if they desire. 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.

To submit a financial report of the derby expenses within 45 days of the derby to the board.

To provide a budget to the banquet chairpersons, raffle chairman & derby chairperson for guidance as to expenditures based on the previous years events.

To deposit in a separate account, an amount set by the board, for the next years salmon derby expenses.

This position is up for election yearly, but with no term limit placed on it.

When this person's elected term expires or steps down, to pass on to their successor a written procedure of how they operated in regards to performance of their duties

The normal 2 year consecutive term limit is waved for this position.

Board Members at large (4)

These members are elected to serve on a 2 year term, with position #1 & #3 expiring on odd years. Positions #2 & #4 expire on even years. These positions are also subject to the 2 year consecutive term limit.

These board members need to be informed as to the SOP & Bylaws of the club & be able to make an informed & unbiased vote on any motion to come before the board.

They need to be active in board functions in order to stay informed as to the ongoing operations of the chapter.

To attend the meetings as regularly as possible so they understand the functioning of the organization. To be available to members who may have encountered club related problems & try to remedy the situation. To be a sounding board for our members in relationship to relaying information to the board.

YES, we take volunteers at their leisure. However if a volunteer seems to be veering of course, that may put the chapter in jeopardy in any way, it is the board's responsibility to

point this out to that individual & if necessary to take immediate action to protect the interests of the chapter.

General Membership Responsibilities

Members

One thing the individual general members can do to help maintain a communication between them & the chapter is to, **IF THEIR E-MAIL ADDRESS CHANGES** to go to the website & use the Officers link to send both the Secretary & Newsletter persons a short message including their new address. Do not just tell them or give them a note at a meeting as at times handwriting can be hard to decipher accurately. For an e-mail to function correctly, spelling & or punctuation is critical.

The outings goal should be that the newer members be the priority guests. If possible, the old members should be aggressive in inviting the new members to go with them.

Support the monthly raffle, in that this is ran for the benefit of the chapter, to hopefully be somewhat of a fundraiser & promote attendance at the same time. OK maybe you don't need another rod or flasher, but if your ticket is drawn & there is nothing you really wanted, make a choice anyway & donate it back to the raffle chairperson for inclusion in a later raffle.

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

Non-Voting Appointed/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 & offer your helping services. They may just be doing it as a needed position & would really like to see new blood step forward.

Membership Chairperson

Record the payment of yearly dues, issue a dues card, maintain a accurate & up to date electronic MS Excel roster file. Make and distribute membership cards in the traditional manner of being plastic laminated.

To transfer these dues payments to the Treasurer in a timely manner. Have each member fill out a new membership card each year verifying a **CURRENT** e-mail address. Verify each person's current e-mail by sending them a sample test requesting a reply. If this does not go thru, then call & verify, have them send an e-mail to you using the website "officers page" link.

In a timely manner relay membership e-mails to the Newsletter person to be added to the chapter routing list. To require new corporate members to submit 2 business cards. One goes to the Webmaster & the other goes to the Newsletter person so they can keep the business card corporate advertisements page current

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. To pass on the chapter owned laminating machine to the successor.

Webmaster

To be able to create, at the discretion of the board, a vibrant website & keep it current in a way that is useful in relaying to our members & 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, & officers roster along with a corporate member business card advertisement page.

To maintain the website so it is current before & during any outing or derby, listing sponsors & information necessary to smooth functioning of the derby. The website is one of the chapter's main communications media for advertising & keeping current information for the derby accessible to the public. As soon as possible after a derby, to post the winners place ranking & photos if applicable.

It should not be allowed go stagnate & 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.

Every year after election of officers, communications to the State Board Webmaster needs to be done to inform him/her as to new officers.

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 & passwords needed to access the site, dates of domain name renewals & fees, or names of contact persons in regards to performance of their duties. To walk the new person thru the procedures & implementation used in maintaining this site.

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

Newsletter person

Set up a monthly newsletter to be transmitted electronically to all members if at all possible. As an alternative to this electronic method, mail by Parcel Post the newsletter to those who do not have computers. To do this in as economically as possible.

To maintain an up to date page of our corporate advertisers.

To accept for sale/want adds 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, & or names of contact persons in regards to performance of their duties.

New Member Greeter

This person needs to approach new members introduce themselves & strike up a conversation with them. This is very important thing to do as a "welcoming committee" otherwise they may become lost, loose interest & may drift away thinking no one cares. Offer a printed "Welcome to our Club" sheet to these new members, suggest they visit our chapter website <http://www.sschapterpsa.com/>.

At the general meetings when visitors stand up & are introduced, remember them & at the break approach them, give them a copy of the "Welcome to our Club" sheet & engage

in conversation if at all possible. Point out officers of the chapter & if appropriate try to connect them with potential fishing partners who may have an interest in their type of fishing.

There however has to be a direct communications line from the membership chairperson to the greeter. It is hard to contact all new members without this communication if we have more than a couple sign up per meeting.

Derby Chairman

Set up the chapter's yearly salmon derby committee and run the meetings related to this committee. To take charge of all the organization, follow thru of planning & implementing this important fundraiser for the chapter. To delegate many functions necessary to sub-chairpersons for implementation by them.

To coordinate between the Hoodsport Merchants Assn & the chapter as early in the year as possible, & have the plan framework in place by March so that no surprises arise at countdown. To keep in close contact with the Merchants Assn. & ticket sales vendors. To keep the board apprised of ongoing negotiations. To be sure that all expenses are paid as soon after the close of the derby as possible. To stay within the board approved budget for this event. To gather the monetary donations & transfer to the chapter Treasurer as required monthly. To be responsible for closing the books (all expenses paid) within 45 days after the derby.

This also includes locating any sponsors, donors or businesses that may contribute to the success of this event.

Coordinate the awards banquet. To oversee that all signs are available & are in place during the days of the derby.

Since this is a major financial undertaking, this committee should have a secretary & treasurer, which needs to operate within the board approved budget & report monthly to the committee & also the chapter board.

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.

Derby Co-Chair

To assist the chairperson as delegated. To contact & try to secure donations, (both monetary & merchandise) that fits into the derby prize plan. To follow thru & send out "Thank You" or letters of appreciation soon after the event.

Derby Awards Ceremony Coordinator

Coordinate the set up facilities in preparation of the ceremony. Facilitate & 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. 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, & or names of contact persons in regards to performance of their duties.

Derby weigh-in Coordinator

To coordinate a smooth & operational weigh-in. Accept volunteers to man both the weigh-in & the boat launch operations. Supply a written guideline of operations to all

involved. Be available by cell phone during the derby for emergency consultation if the need arises.

To delegate or see that the chapter owned electronic weigh-in scale is on location when needed.

To set up a weigh-in system so that the entrant's ticket number can be associated to a digital photo of the fisherman & fish taken at weigh-in time.

Set up a lap-top computer system whereby all entrants are entered into a 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.

Help with the awards ceremony in regards to positioning the winners in proper brackets.

To provide to the chapter Secretary & the Webmaster a CD of digital photos of the winning fish/fishermen 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.

Volunteer Coordinator

This position is one that seeks out worthy organizations & coordinates with them their needs as to volunteer manpower from our chapter to help accomplish their goals that are in alignment with our established policies promoting fish enhancement.

To ask the general membership for suggestions related to volunteering.

Chapter volunteers could do "adopt a stream" stream bank cleanup in combat areas like the Skokomish or Nisqually rivers. Or 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, to pass on to their successor a written or electronic procedure of how they operated, or names of contact persons in regards to performance of their duties.

Raffle Chairperson

This position is one that provides raffle merchandise that is offered at the monthly meetings for members only. Sells tickets at the monthly meeting, and conducts the raffle.

To adhere to the board approved budget. Noting that special prices & sale items can be a source for some of the raffle items. To accept donations for this raffle if applicable. To gather the monetary donations & transfer to the chapter Treasurer monthly as required.

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 & Christmas banquets to utilize the "Bucket Raffle" method instead of first come, first choice method.

At the annual Christmas party a "Losers Raffle" is run, utilizing looser tickets from the previous 12 months.

Due to the Gambling Commission ruling that raffle tickets can only be sold to members, with the exception of 2 events per year which we have designated as the Seafood & Christmas banquets.

For the other regular meetings where we normally invite guests, care should be taken to

ensure that guests do not purchase raffle tickets. Also because of the above Gambling Commission ruling, the Losers Raffle drawing was set up for members only. Also for the Losers Raffle drawing, to win, you must be present.

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.

Storekeeper or Clothing Chairperson

This person shall make every effort to be at all of the meetings with the merchandise & have it displayed for the members have the opportunity to inspect & purchase it. If this person can not be at the meeting, they have the obligation to recruit assistance.

This person will be responsible for implementing (if board approved) a program of ordering & selling clothing related to usage by the chapter. To order merchandise in quantities as to gain best price, yet to adhere to the board approved budget.

If any merchandise is transferred into the raffle, pass this information on the Treasurer so he can make this accounting change. To gather the monetary donations & transfer to the club Treasurer monthly as required.

The program may be curtailed if sales drop to the point our service do not produce a worthwhile return on investments.

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.

Vender or Refreshment Chairperson

This is a great chance to meet the members. The person who takes this job on will need to have the large cooler stocked with a assortment of soda drinks & water that is on ice & have it at the monthly meetings.

To make arrangements for a donation bucket, gathering the monetary donations & transfer to the chapter Treasurer monthly as required. No alcohol to be provided or allowed as per unanimous board decision 02-08-2008.

To adhere to the board approved budget.

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.

The off brands of soda do not sell very well. Members are usually looking for name brands like, Coke, Pepsi, etc. Some members have special needs in that they may be diabetic, and can't have drinks with sugar, so here is where you need to stock some diet soda. Water is another big seller, have plenty on hand. Some of the younger crowd is looking for a drink with a lot of caffeine to help them stay awake during those long boring speakers. Look for products on sale and stock up.

And most important is the ice, keep the beverages cold. Don't wait till the last minute to put the ice in. The drinks on the bottom are sure to be only a little chilled. Have lots of \$1.00 bills to make change. And don't let the raffle people know you have change, or you will be writing a lot of I Owe Yous. Keep a record for yourself, make notes on what people are drinking. Place a sign that reads, if you do not see the drink you want, please inform me so I can get it.

Seafood Banquet Chairperson

This event usually takes place at the April general meeting. To take charge of ALL happenings at this event including a chowder contest if one is to be had. To adhere to the board approved budget. Organize the banquet & see that there is enough food & that there are enough volunteers to cover appropriate duties. To do the food table set up so as to facilitate the members food line to flow on both sides of the tables, speeding up the process.

To coordinate a ticket sales person at the door, & a procedure of collecting the tickets at the food line. To make provisions to accommodate any handicapped members or guests & their spouses for access to the food line before the charge.

Coordinate with the raffle chairperson the previous quantities of items available. Coordinate with the Newsletter & Webmaster persons any additional advertising needed to promote this event.

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.

Christmas Banquet Chairperson

To take charge of all happenings at this event. To adhere to the board approved budget. Organize the banquet & locate volunteers to provide food as required. To inform the food providers of designated reimbursement items the procedure for this reimbursement.

Accept volunteers & instruct them as needed to help facilitate smooth operation of this major event.

To do the food table set up so as to facilitate the members food line to flow on both sides of the tables, speeding up the process. To make provisions to accommodate any handicapped members or guests & their spouses for access to the food line before the charge.

Coordinate with the Newsletter & Webmaster persons any additional advertising needed to promote this event.

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.

Speaker Chairperson

This person needs to look far enough ahead to schedule most of the speakers at a time appropriate to the upcoming interest presented by the speaker. To coordinate with the board on which meetings will need a speaker. They also need to carry up a week or so ahead of the scheduled time to verify the speaker will indeed be there. They also need to have a backup plan in case of a last minute cancellation.

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.

Outings Chairperson

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.

These outings could include but not limited to, fishing, crabbing, clam digging, annual picnic, Fishing Kids day at Longs Pond, boat launch cleanup, volunteer work for worthy fish related organizations.

Nominations Chairperson

This person needs to be selected early on, (mid yearish) by the BOD. This chairperson shall select a defined nominations committee, encourage nominations, even self-nominations to the committee. Don't just leave it up to the board to canvas the membership or mention that a prospective candidate to contact a board member.

In October, remind the members about the upcoming elections. And prior to the yearly meeting for the election of officers, to pass this information on to the President & BOD.

Other Volunteers as needed

These volunteers could include a multitude of jobs, but not limited to, setting up & taking down the chairs & tables at the meetings if applicable. Sweeping the floor & taking out the garbage after the meetings, again if applicable.

Ticket taking at the banquets. Weigh-in volunteers at the annual salmon derby, setting up & taking down signs at the derby. Assisting during an outing, and helping with the yearly picnic. To do coordinating with supporting businesses related to a fundraiser approved by the board. To coordinate a yard sale if appropriate.

To have the chapter's public address system at all general meetings or needed gatherings & have it set up & functioning for this event again if applicable.

To see that a reader board be at each monthly meeting with recent photos of results of outings, or for sale/want add postings. Or have a computer mini disc coordinated & available of club photos.

PSA State Board

The state Board is comprised of 19 individual chapters throughout the Pacific Northwest that represent the individual chapters in matters concerning us all. Each chapter however is individual unto itself. A per capita is paid each January from the chapters to the State Board. There are somewhat quarterly meetings of the State Board. Each chapter has 2 voting representatives. These representatives could be any member in good standing from the chapter as designated by the president 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/>

General Membership Responsibilities

The general membership needs to be involved in attending the meetings, club functions & outings that are reverent to them. New members are the lifeblood of any organization. We should continue to try to recruit more new members & this is best accomplished by inviting your fishing friends to visit a meeting.

The officers need feedback. If there is anything that you think may be of a benefit to the club (either good or bad) , by all means please contact one of the officers. If you know someone who would be a good speaker for the club meeting, supply their name as a possible speaker.

Communication between the officers, newsletter chairman & the members is important. If your e-mail address or phone number has been changed, please contact the secretary so the club roster can be updated.

At the time in the meeting where "Fishing Tales" (our members 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) & talk to the club at large, not just to the front of the room. This part of the meeting is a very looked forward to time & if 1/2 of the persons attending can not hear well, they may begin to wonder why they even came.

Other Suggestions

The chapter to supply & require that all officers wear a name badge at every monthly meeting.

If during the functioning of the chapter business, any information necessary to maintain an up to date website, this information needs to be forwarded to the webmaster as soon as possible. It should be that officer or chairperson involved's responsibility to pass this information on to the webmaster.

If possible it would be beneficial to the chapter, for the board to select one member a year & recognize them as someone who has went beyond expected situations in volunteering for happenings in the chapter. This could be a gift certificate to a sporting goods store or a restaurant.

Since the By-Laws have been changed designating the January meeting as the Annual Meeting, there may be a new president at that important meeting, the old president needs to be there as a helper to facilitate that this annual meeting is run smoothly. Do not schedule a "speaker" that month at this meeting.

At this annual meeting ---

- 1. Engage the membership in a discussion about the past year and the upcoming year & review at this January membership meeting the prior year income and expenses.**
- 2. Discuss in some detail all of the prior year activities, ask for suggestions.**
- 3. Encourage the membership to offer input about both about the past year and what ideas they may have for the upcoming year.**

It is a belief that the general membership does want to be involved in each their own way in being part of the "running" the club instead of having the board make all the decisions & then informing the membership later. Maybe if we offered them the opportunity of making suggestions would we possibly have volunteers standing in line for nominations for officers.

True, members can attend board meetings and offer input, but could the officers encourage easy input from members, on a regular basis, do you think we might get better participation. Maybe a suggestion box at the general meetings!

The club picnic is an issue that needs investigating into in regards to the declining attendance.

We could consider doing another Fishing Seminar. But this time instead of us paying the rent, lets coordinate with Sportsman's Warehouse or Olympia, Lacey, or Thurston County Parks & Rec. letting them do supply the advertisement & facilities with us doing the teaching but promoting membership in the chapter.

**This document should be a living document & reviewed at the beginning of each year by
the new officers**

*This is a living document & may be changed from time to time
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