

Appendix 2 – Event and Projects Committee and Sub-Committees

The Events and Projects Committee shall oversee all events and projects of the club. The committee shall coordinate all events, programs and projects for the club and develop and monitor budgets for the same.

The committee shall be constituted as follows: **Chair:** Director; **Vice Chair:** Director; **Members:** Chairs of each sub-committee designated as being overseen. They are:

- Fish Day, Fishing Reports, and Programs Chair
- Picnics and Special Projects Chair
- Booth Chair
- Raffle Chair
- Tournament Director

The committee will track membership involvement and report to the Membership Committee of each member's activities in support of the event, program and project. This report will assist the Membership Committee in the selection of candidates for the "Member of the Year" award. (See Appendix 4 – Awards.)

FISH DAY, FISHING REPORTS, AND PROGRAMS CHAIR

Job Description

1. Plan monthly fish days to take advantage of the best fishing for that time of the year. Projected activities should be tentatively planned on a quarterly basis
2. Maintain an awareness of the membership fishing activities.
3. Seek current fishing reports from the membership, marinas, guides etc. Ascertain the location, species, general sizes, lures and techniques being used.
4. Relay fishing reports to the general membership at the monthly meetings.
5. Although it is not necessary to pinpoint the exact positions of the reported fishing spots, schedule speaker(s) to teach the type of structure and patterns the fish are in at the productive periods.

6. Secure speakers for all scheduled monthly general membership meetings. Scheduling shall be appropriate for the time of year and coordinated with the monthly fish days when feasible.

7. Provide an article for publication.

PICNIC AND SPECIAL PROJECTS CHAIR

Example, Clear Lake kids and challenged persons fish days

Job Description

1. Appoint the co-chairman and the other key personnel as soon as possible. They can help develop the project plan. Whenever possible, seek out and appoint a new member as an assistant. Plan the project showing all equipment, personnel, schedules, transportation, training, food, merchandise, and funding necessary to successfully accomplish the objective. Work closely with the chair of other organization(s) involved and advertising committee.
2. Regularly review the plan as it is being developed with the President or Vice President to ensure they are fully aware of all aspects and requirements of the plan.
3. Provide the board of directors with a complete budget. If contract services or supplies are required, an itemized estimate showing total cost must be obtained from the supplier(s).
5. Prepare job descriptions and schedules for all personnel. Ensure all personnel are adequately trained.
6. Maintain an ongoing record of the project. Pay particular attention to problems and make recommendations as how to avoid future recurrence. At the conclusion of the project report to the Board an overall summary of the project as compared to the original objective.
7. Maintain a personnel roster (this could be incorporated into the schedule) showing the hours each person worked.
8. Provide briefing statements at the general membership meetings on the progress of your project and a summary following the conclusion of your project.

BOOTH CHAIR Job Description

1. Maintain the booth in show condition at all times. Inspect the booth after each show and advise the Board of Directors of any repairs or upgrading necessary. Prepare an estimate showing total expenses to affect the repairs or upgrades.
2. Supervise the transportation, set up and tear down of the booth. (Note: each project chair is responsible for providing the transportation and personnel to perform the set up and tear-down operations.)
3. Identify and train two persons to handle all funds and tickets. Ensure there is proper control and accounting procedures. Ensure there are person(s) in the booth conversant with club policies, activities, membership and goals to intelligently answer questions from the general public.

RAFFLE CHAIR

Generally, there are two raffle events: The “Tackle Raffle,” which concludes at the “Big Horn Show” and the “Tournament Raffle,” which concludes at the Tournament Awards Ceremony. The Raffle Chair will appoint a Vice Chair, with the approval of the Board of Directors, who will take primary responsibility for the “Tournament Raffle”.

Job Description

1. As early as possible (summer months) schedule dates on the calendar to begin on-site raffle events with sponsoring companies and organizations.
2. Submit a budget to Board of Directors for approval.
3. Order raffle tickets. (5,000 maximum per state law for each raffle)
4. Obtain raffle items by contacting sporting goods stores and marinas for donations and discount purchasing.
5. Schedule ticket sellers (try to involve as many members as possible.)
6. Ensure all money and receipts are submitted to the Treasurer.
7. Set up and take down raffle items at all venues, including “Big Horn Show.”
8. Officiate at the drawing of winners.
9. Schedule with the winners and interested sponsors for the presentation of raffle items.