

Head Hooker

Duties:

1. Oversees all club activities.
2. Writes a monthly article for the newsletter.
3. Chairs the monthly meetings and Steering Committee meetings.
4. Appoints people to Steering Committee positions vacated during the year.
5. Is a signatory on the club checking account with the Treasurer.
6. Selects the nominating committee for the following year's steering committee.
7. Controls club equipment.
8. Approximate number of hours/month: 4

Skill sets required: Computer, internet, e-mail.

Skill sets desirable: Word, Excel, cell phone

Assistant Head Hooker

Duties:

Serve as a member of the Steering Committee.

Coordinate & ensure publication of the annual membership roster.

Ensure publication of the Activity Schedule.

Establish and oversee the monthly breakfast attendees callers, call lists.

Calls the monthly breakfast count into the Elks Lodge by 10 a.m. the Tuesday before the Friday meeting.

Determine reason(s) for member non-attendance.

Serves as Sunshine Report person or obtains a volunteer to do so.

Perform as Head Hooker in that person's absence.

Will be Head Hooker elect.

Acts

Job d as Chairman of the Nominating Committee for positions on the Steering Committee for the coming year.

Writes a monthly article for the newsletter (e.g. new members, seminars).

Acts as the club's historian in the absence of a historian or other club volunteer.

Approximate number of hours/month: 4

Skill sets required: Computer, internet, e-mail, speaking before groups

Skill sets desirable: Word, Excel, cell phone

Treasurer

Duties:

1. Be to each breakfast meeting and the Christmas Dinner 1 hour ahead of time.
2. Provide name tags at the monthly meetings.
3. Responsible for the name badge bowl or obtains another member to do so.
4. Be prepared with change, badges and member check-in list at each meeting.
5. Maintain monthly attendance records.
6. Count plates before and after to determine money to be paid Elks Lodge for breakfasts served.

7. Receive, disburse & keep club financial records. Maintain club bank account. Is a signatory on the club checking account with the Head Hooker.

8. Write a monthly "Treasurer's Report" for the Newsletter.

Approximate number of hours/month: 4

Skill sets required: Computer, internet, e-mail.

Skill sets desirable: Word, Excel, cell phone

Operations Guidelines---Treasurer (from membership booklet)

The treasurer shall deposit all funds received in a bank account approved by the steering committee. All bills will be paid by check. The treasurer and head hooker shall be the only two persons authorized to sign checks.

To further clarify the guidelines here are some detailed procedures from Bill Houston, Treasurer 2010-2011, March 16, 2011:

1. For each meeting, prepare an attendance sheet for all members and space for guests. Attendees shall check either the eating column or non-eating column.

Breakfast is \$12.00 for members. Guests are \$10.00. Non-eating guests \$2.00.

The club pays for a guest speaker and an assistant. Count the number of plates set out prior to and after the meal. This will indicate the number of meals to be paid for. The price currently is \$10.00 per plate. Members shall tell guests to use one plate only. The attendance sheet should be large enough to assist in finding the member's names.

2. Prepare and maintain the name badges, following up for new members and dropouts. (There are computer programs available)

3. Obtain change from the bank. Experience shows the best combination is 75 one dollar bills and 35 five dollar bills, for a total of \$250. Make sure that all members sign in and pay.

4. Pay bills and obtain receipts. Most bills are paid out in cash including the meal cost. Compare your number of plates used with the Elks manager. Usual bills are newsletters, office expenses, raffle items, fishing winners (four people, \$20-\$15-\$10-\$5), sunshine and other expenses approved by the steering committee. Income items are flags @ \$2.00, caps @ \$10.00, derby overage and donations. Return all monies to the bank. Collect mane tags from the raffle bowl.

5. Each monthly report is filed separately including the attendance sheet, receipts for bills paid, treasurer's report, bank deposits and withdrawals and bank statements.

6. Christmas Party. The club may advance \$1500.00 to purchase raffle items. A dinner advance may be made to the Elks Club.

Keep a separate accounting for the Christmas Party even though the regular bank account is used. Pay any normal December bills by check or a cash advance from the bank. Treasurer or activities chairman will provide the raffle tickets. Use one color only.

7. In case the treasurer is absent from a meeting, the head hooker or his designee shall act as treasurer.

The head hooker will have the check book if withdrawals are needed. The regular treasurer can provide change funds and the sign-in sheet, in advance, to the acting treasurer. Upon the treasurer's return he will pick up any change overage, paid bills and sign in sheet.

Secretary

Duties:

1. Assist the Head Hooker and/or Assistant Head Hooker with maintaining minutes for each steering committee meeting and membership meeting. These minutes should be filed and maintained for two years for any requested review by any Jolly Hooker Club member. All copies of these minutes will be provided to each current serving Steering Committee Member.

2. Prepare, publish and mail the monthly Jolly Hooker's Newsletter. Maintain copies of the newsletter on computer files for at least two years.

Approximate number of hours/month: 10

Skill sets required: Computer, internet, e-mail.

Skill sets desirable: Word, receiving photos by e-mail & CD, pasting pictures into newsletter.

Fishing Chair

Duties:

1. Present to the Steering Committee for approval an annual Derby and Derby Hosts schedules (60 minutes).

2. Present to the Steering Committee a set of rules for out derbies and Fisherman of the year (15 minutes).

3. Make up derby signup sheet (15 minutes).

2. Arrange names in alpha order (30 minutes).

3. Give copy to Assistant Head Hooker. (5 minutes).

4. Supervise the derby weigh in on derby day (30 minutes).

5. Keep track of points earned and report year to date standings at each breakfast (1.5 hours).

a. 1 point for attending breakfast

b. 1 point for attending derby

c. 5 points for hosting derby

d. 5 points for 1st place - \$20.00

e. 4 points for 2nd place - \$15.00

f. 3 points for 3rd place - \$10.00

g. 2 points for 4th place - \$ 5.00

6. Write a fishing report after each derby and e-mail or give it to the Secretary (15 minutes).

7. Other duties. Responsible for the weigh-in scale and balance beam. Bring them to the Derby weigh-ins. Transfer scale/balance beam back and forth with the NDO Chair.

Approximate number of hours/month: 3

Skill sets required: Computer, internet, e-mail.

Skill sets desirable: Word, Excel, cell phone

NDO Chair

Duties:

Present to the Steering Committee for approval the annual NDO and "Other Outings" schedules (60 minutes).

Present to the Steering Committee a set of rules for the NDOs (15 minutes).

Make up NDO signup sheet (15 minutes).

Arrange names in alpha order (15 minutes).

Give copy to Assistant Head Hooker. (5 minutes).

Supervise the weigh-in on NDO day (15 minutes).

Keep track of points/cards earned (1.0 hours).

Write a fishing report after each NDO and e-mail or give it to the Secretary (15 minutes).

Other duties. Responsible for the weigh-in scale and balance beam. Bring them to the NDO weigh-ins. Transfer scale/balance beam back and forth with the Fishing Chair.

Approximate number of hours/month: 3

Skill sets required: Computer, internet, e-mail.

Skill sets desirable: Word, Excel, cell phone

General Activities Chair

Duties:

Arrange for a monthly meeting location.

Arrange for a speaker Jan-Jul, Sep-Nov.

Write a monthly article for the Newsletter regarding the speaker (Jan-Jul, Sep-Nov articles), auction (July & Aug articles), Christmas dinner (Oct, Nov & Dec newsletters)

Buy the monthly door-prizes.

Arrange for the Christmas party.

Arrange for the August auction.

Approximate number of hours/month: 4

Skill sets required: Computer, internet, e-mail.

Skill sets desirable: Word, cell phone

Historian

Duties:

Prepares the Annual Head Hooker's Report/binder

Periodically writes club "history" articles for the Newsletter & makes "historical remarks" at the breakfast meetings.

Reconstructs past missing annual reports to the extent possible.

Researches past annual reports, reconstructs missing ones for information relevant to current club operations.

Sits at the breakfast meeting entrance table with the Treasurer and assists in the orderly recording of members' presence, handing out name badges, payment for breakfast or non-breakfast eater attendance.

Approximate number of hours/month: 2

Skill sets required: Computer, internet, e-mail, speaking before a group
Skill sets desirable: Word, cell phone

Derby Host

In charge of Derby sign-up sheet at breakfast.

Collect money as each Hooker signs up for Derby.

Help pair up "singles" at the breakfast or by phone prior to the Derby.

Keep track of cancellations. If within 48 hours no refund.

Get ice chests and other Derby Host supplies from last Derby host, preferably at the previous Derby.

Inventory the supplies received and purchase items required prior to Derby.

Don't buy equipment or utensils, e.g. pots, pans, utensils as you can probably get them on loan or as a donation from other Hookers.

Wash necessary utensils; drain, hose & air dry all ice chests.

Determine what to serve considering location, facilities, time of year, likely weather.

Buy food at the last moment as some Derbies need to be canceled or rescheduled.

Fill out a Derby weigh-in sheet to give to the Fishing Chair at the Derby.

Turn in all forms, sheets, receipts, money left over to Fishing Chair. Excess money goes toward Derby prizes.

Approximate number of hours/month: 4

Skill sets required: Telephone, computer, internet, e-mail.

Skill sets desirable: Cell phone