

Membership Chair Duties and Responsibilities



1. Welcome new members
2. Process new member applications
3. Create name badges
4. Contribute items for monthly newsletter
5. Mail renewal notices for the following year
6. Promote membership in PSFF
7. Provide membership updates and relevant information at monthly Membership Meeting and at monthly Board of Directors meeting

Procedures for the above

1. **Welcome new members**
 - * attend all club meetings when possible
 - * upon receipt of application, mail or give new members a Welcome Packet: welcome letter, orientation letter (see samples for both), Curtis Creek Manifesto, PSFF business cards, decals
 - * introduce new members (if present) at each meeting
 - * list new members (of previous month) in monthly newsletter
 - * promote new member benefits: outings, library, monthly meetings, opportunities to develop friendships and new fishing partners, educational events, club leadership opportunities
2. **Process new member applications;** coordinate with Treasurer who keeps original applications
 - * check to see if new member has indicated where they may want to volunteer
 - * call/email new member to follow up on volunteer possibilities noted on their application
3. **Create name badges for members;** also for monthly guest speaker
 - * use name badge template for printing member name (editable digital files in Mac Pages format will be included with transfer of all digital files, on a thumb drive, to Board of Directors)
 - * if needed, order new name badge components from floridabadges.com (see attached info)
 - * name badges are kept with you in portable storage drawers, to distribute and retrieve at meetings and events. You must bring the badges to the monthly Membership Meeting
4. **For monthly newsletter you:**
 - * write a column if applicable
 - * recognize member anniversary dates for the month in newsletter (info is on latest membership roster from the Treasurer) stating how many years member has been in PSFF
 - * state total number of members; Newsletter Editor will insert where appropriate
5. **Mail out renewal notices for the following year**
 - * coordinate with PSFF Treasurer for procedure
 - * mail to present year's members sometime early December
6. **Promote membership in PSFF**
 - * use digital and print media
 - * distribute promotional materials to fly shops, sporting goods stores, community organizations, etc.
 - * distribute PSFF business cards and decals to members and the general public
7. **Provide membership updates** and relevant information at monthly Membership Meeting and at monthly BOD meetings
 - * report any changes in membership

ADDENDUM #1
Sample



DATE: November 9, 2023

FROM: Tess Frazier
Membership Chair
Puget Sound Fly-Fishers

TO: John Smith
123 Fish St.
Any Town, USA 12345

Welcome and thank you for joining Puget Sound Fly-Fishers.

Enclosed is a gift for joining PSFF — Sheridan Anderson’s 1978 “Curtis Creek Manifesto” an illustrated, comic guide to fly-fishing. Also included are contact cards you can give (use your name as the contact) to anyone inquiring about PSFF (directs them to our website) and decals. An information sheet about the functions of PSFF is also enclosed.

Our **monthly newsletter** is located at **psff.org**. The Newsletter is posted online the first week of the month and is available for public viewing. Here you can be current with all events and outings on our **Club Calendar**. On the **Members Only** tab, you will initially be prompted to Sign Up. This allows the site administrator to verify you are a member and give you access to then Log In (can take up to 1-2 days), which contains information regarding fly-tying, fishing outings, items for sale, conversations and latest updates on newsletter items, outings, etc. Also available under the **Members Only** tab is our online Membership Directory and job descriptions of Board members and Committee Chairs, should you like to volunteer in any of those capacities. We encourage members to take part in helping to lead PSFF.

Name badges are kept with the Membership Chair. When you attend a membership meeting, you will pick up your name badge at the door. At the end of the meeting, all name badges are returned to the Membership Chair for storage until the next meeting.

Renewal of yearly dues are to be received **by February 1st** of that year. This is the deadline to submit dues if you wish to remain a member of the club and be included in our online Membership Directory. Changes are made to the directory every quarter when necessary (addition of new members, etc). Call or email me with any questions. Again, welcome and I hope you will take advantage of all the benefits Puget Sound Fly-Fishers offers.

Don't forget to sign your name

tessfrazier@wavecable.com
360-265-6833



Puget Sound Fly-Fishers Member Orientation

Welcome to Puget Sound Fly-Fishers of Tacoma, WA. PSFF was founded in 1956. The club has a rich history of education, conservation and community service. The members of PSFF are proud to continue with that tradition.

Officers and

Committee Chairs: current officers & committee chairs (all volunteers) are listed in the monthly newsletter – see psff.org

Meetings: * General Membership, 2nd Thursday of the month (no meeting in August)
* Board of Directors, 3rd Thursday of the month via Zoom (members welcomed)

Meeting Place: Tower Lanes Entertainment Center
6323 6th Ave.
Tacoma, WA 98406

General Meeting

Agenda:

Social Time	6:00 - 6:30 PM
Dinner (optional)	6:30 - 7:15 (\$15 cash given at the buffet)
Program/Speaker	7:15 - 8:15
Raffle/Meeting ends	8:15 - 8:30

Education: Fly tying – all levels
Casting – all levels
Entomology
Knot tying
All things fly-fishing related

Conservation: PSFF participates in several conservation projects which are announced during the year. Members are invited to volunteer for any of these

Outings: A yearly calendar appears on the website so members can plan ahead. Additional fishing outings are scheduled and announced in the monthly newsletter. Impromptu outings are announced on the Members Only Forum at psff.org

Mentorship Program: There is a wealth of fly-fishing knowledge and experience in PSFF. If you would like help with anything fly-fishing related, let anyone on the Board of Directors know. We will connect you with someone that can help

Website psff.org: The website covers club activities and has a Members Only Forum to discuss outings, fly-fishing information, impromptu trips, etc. and allows communication between members

Monthly Newsletter: Members are encouraged to contribute articles. The newsletter is published electronically and is free – see psff.org If a hardcopy is needed, there is a \$15 annual charge

Library: Members in good standing (you're current with dues) may check out up to three items each month and return them within two months. Each item has an attached card to record the check-out date and the name of the member

Fly Fishers International - flyfishersinternational.org FFI is a nationally recognized fishing organization located in Livingston, MT. Puget Sound Fly-Fishers had been an affiliate of FFI since 1965, when FFI was founded. Members of PSFF helped to organize FFI. The Washington State Council FFI **wscffi.org** represents FFI members in Washington. We encourage all PSFF members to join this organization and take advantage of the many educational, instructional and informative benefits Fly Fishers International has to offer. PSFF partners with Washington State Council FFI on many projects. See **wscffi.org** for more information



Cart updated.

CART

Product

Name Tag Dome Kit - DIY
 Name Tag Size: 1 1/2 x 3 inches (added cost of \$0.49)
 Name Tag Color: Silver Brushed Metal
 Dye Sublimation Style Metal: No, dye sub metal is not necessary.
 Name Tag Attachment: White Tuck Under Pin (Included in price)
 Label Options: No Label
 Comments: [left blank]



Quantity 25
 Price (ea) \$3.07
 Subtotal \$76.75

Remove

Name Tag Dome Kit - DIY
 Name Tag Size: 1 1/2 x 3 inches (added cost of \$0.49)
 Name Tag Color: Silver Brushed Metal
 Dye Sublimation Style Metal: No, dye sub metal is not necessary.
 Name Tag Attachment: Magnetic Fastener (added cost of \$0.93)
 Label Options: No Label
 Comments: [left blank]



Quantity 125
 Price (ea) \$3.21
 Subtotal \$401.25

Remove

Coupon code [Apply coupon](#)

[Update cart](#)

Subtotal \$478.00
Shipping Calculate shipping
 Fee \$0.00
Florida Tax \$40.63

Welcome to our Store

Click to view our video.

Total = \$518.63

FLORIDA BADGES.COM



Having served thousands of customers, our goal each day is to exceed your expectations with unbeatable pricing and quality products, in a time-frame you didn't think was possible

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