

PROGRAM CHAIRMAN

The Program Chairman of Puget Sound Fly Fishers arranges for monthly guest speakers to present programs of interest to the membership of PSFF and the general community. Duties and responsibilities of the Program Chairman shall include, but not be limited to, the following;

- Develops a schedule of monthly presentations that coordinate with;
 - seasons of the year,
 - current open fisheries,
 - upcoming club outings/activities,
 - scheduled education activities,
 - conservation efforts,
 - member requests
- Communicates with presenter and arranges fee for presentation, biographic sketch, program description. Provides bio and program description to club Web editor/Facebook contact for posting. Submits same information to editor of club monthly newsletter.
- Writes Press Releases for each monthly program and forwards it to appropriate media source. (Currently not done as publications have not been cooperative in placing our articles. We now rely on the newsletter for advertising.)
- Communicates with Treasurer to provide payment check for speaker services.
- Provides presenter with meal ticket, complimentary cocktail or other beverage.
- Introduces presenter at club meeting with short bio and program overview.
- Thanks presenter at program conclusion and provides presenter with payment check for services and club souvenir if available.
- Oversees budget allocated for program presentations and reports on status as requested by Board.
- Attends Board meetings per Board request or to seek consensus on speakers.

