

# **Puget Sound Fly-Fishers**

## Membership Chair

### Tasks and Duties

1. Welcome new members
2. Process new member applications
3. Create name badges for members
4. Recognize member anniversary dates (currently done by Kristin Macy/Librarian)
5. Mail renewal notices for the following year
6. Promote membership in PSFF
7. Provide membership updates and relevant information at monthly Board of Directors meeting

### Procedures for the above

1. Welcome new members
  - \* attend all club meetings
  - \* upon receipt of application, mail/give new members a Welcome Packet: welcome letter, orientation letter (see Addendum for both), Curtis Creek Manifesto, PSFF business cards, decals
  - \* introduce new members at each meeting
  - \* list new members (of the 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 all 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
3. Create name badges for members
  - \* 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 badges from [floridabadges.com](http://floridabadges.com) (see Addendum)
  - \* keep name badges in storage, to distribute and retrieve at meetings or events

4. Recognize member anniversary dates (currently done by Kristin Macy/Librarian)
  - \* keep and update digital file with anniversary dates and publish in newsletter
  
5. Mail out renewal notices for the following year
  - \* mail to present year's members on the first of December
  - \* include renewal application and stamped return envelope addressed to  
PSFF Treasurer
  
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 BOD meetings
  - \* report any changes in membership

April 20, 2022

**ADDENDUM #1**  
**sample**

**DATE:** April 18, 2022

**FROM:** Tess Frazier  
Membership Chair  
Puget Sound Fly-Fishers

**TO:** Erik Saltrones  
6204 4th St. E.  
Fife, WA 98424

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

Here is a gift for joining PSFF -- Sheridan Anderson's 1978 "The Curtis Creek Manifesto", an illustrated, comic guide to fly-fishing. I have also included other reading material, PSFF decals, some business cards (where you can put your name as a contact), and an information sheet of the functions of PSFF.

Our **monthly newsletter** is located at [psff.org](http://psff.org). It is your best source for all up-to-date information regarding the club. The Newsletter is available for public viewing. To open The Members Only tab, you will be prompted by the site to register for it. This allows the site administrator to give you access to the Forum, where you can converse with other members regarding outings, fly-fishing info, etc.

All **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. This makes it more convenient for each member.

**Yearly dues** are to be received by January 1<sup>st</sup> of that year. There is a grace period of 30 days. February 1<sup>st</sup> is the deadline to submit dues if you wish to remain a member of the club and be included in our digital Membership Directory.

Feel free to call or email me with any questions.

[tessfrazier@wavecable.com](mailto:tessfrazier@wavecable.com)  
360-265-6833

**ADDENDUM #2**  
**sample**

## **Puget Sound Fly-Fishers New 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 are listed in the monthly newsletter – see [psff.org](http://psff.org)

**Meetings:** \* General Membership, 2nd Thursday of the month except August.  
\* Board of Directors, 3rd Thursday of the month via Zoom. All members welcome

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

### **General Meeting**

**Agenda:**

Social Hour	6:00 - 6:30 PM
Dinner	6:30 - 7:15
Program/Speaker	7:15 - 8:15
Raffle/Meeting ends	8:15 - 8:30

**Education:** Fly tying – beginner through advanced  
Casting – all levels  
Entomology  
Knot tying

**Conservation:** PSFF participates in several conservation projects during the year

**Outings:** Monthly or more frequent fishing outings are scheduled and announced in the monthly newsletter. Impromptu outings are announced on the Members Only Forum

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

**Website** [psff.org](http://psff.org) The website covers club activities and has a Members Only Forum section to discuss outings, fly-fishing information, impromptu trips and allows communication between members

**Library:** We maintain one of the finest collections of fly-fishing books and videos in the Pacific Northwest. Members in good standing (you're current with dues) may check out up to three items each month and return the items 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](http://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](http://wscffi.org) represents FFI members in Washington



OPERATED  NATIONWIDE!

Search ...  

FLORIDA BADGES.COM

81  Login My Account  Cart

Quick Select Categories 

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

#### 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