

COF Board of Directors Annual Timeline

12/18/2021

<u>MONTH</u>	<u>ACTIVITY</u>	<u>POSITION RESPONSIBLE</u>	<u>NOTES</u>
Jan			
	Annual breakfast at Jake's Diner and Crooked River fishing outing	Outings Coordinator	Normally held on Jan 1, notice should go into the Dec newsletter
	Conduct annual key inventory	Vice President	Written report to President with the location and status of all COF keys
	Publish updated Board Book	Secretary/Board Book appointee/Webmaster	
	Start planning for Kid's Pond at March Sportsman's Show	Fish Pond coordinator	
	Appoint awards committee and solicit nominations for annual COF awards to be presented at the Banquet	Past-president	Committee should be selected from active COF members appropriate for the award considered.
	Provide data and assist accountant with tax preparation for Federal and State of OR tax returns	Treasurer	
	Kokanee Karnival Angler Education in classroom	Kokanee Karnival	Begins in January and continues into May
	Submit annual report of COF activities to FFI	FFI Liaison	See example in Board Book appendix
Feb			
	Kokanee Karnival Fish Eggs To Fry	Kokanee Karnival	Deliver eggs to classrooms for Spring trout, depends on hatchery schedule
	Kokanee Karnival Fish Dissection	Kokanee Karnival	Begins in February and goes into May in classrooms, ODFW provides fish

Plan and Schedule Fly Casting
Classes for Apr/May

Education

Mar

Crooked River cleanup, Adopt-a-
Highway

Cleanup Coordinator

Spring cleanup, date depends on weather, normally includes BBQ lunch

Kid's Fishing Pond at Redmond
Sportsmans Show

Fish Pond Coordinator

See Board Book for scheduling guidelines, usually started 2 months prior.
Usually held the first weekend in March

Apr

Annual Fund Raising Banquet

Banquet Manager

Banquet has historically been held in Feb - Apr timeframe. Planning and
coordination needs to be started and completed well before the banquet, ie:
the host facility needs to be reserved 1-year in advance.

Kokanee Karnival Spring Angling
Clinic

Kokanee Karnival

Planning begins in February, held at Shevlin Pond & Aspen Hall

Nominate Oregon Council FFI COF
Representative

FFI Liaison

A new Liaison, if needed, needs to be nominated to FFI in April

May

Jun

Next Cast 3-Day Fish Camp

Next Cast

Volunteers and any materials must be procured in advance. Normally held at
Aspen Hall.

Jul

Aug

Annual membership BBQ

BBQ Committee

Committee needs to plan and procure food and materials prior to the BBQ,
takes place of the August monthly meeting. BBQ manager must be appointed
by June or earlier. Venue must be booked at least 1-year in advance.

Sept

Kokanee Karnival Fall Streamside
Session

Kokanee Karnival

Planning begins in July, Sheep Bridge, Fall River Hatchery, Spring Creek

Crooked River cleanup, Adopt-a-Highway	Cleanup Coordinator	Fall cleanup, date depends on weather, normally no lunch
Plan the annual BOD Retreat	Vice President	Planning will normally occur not later than the month prior to the retreat. Venue will need to be reserved well in advance.
Develop annual budget request	ALL	To be presented prior to the Annual Retreat of the Board in Oct
Prepare annual budget for discussion/approval at annual retreat	Treasurer	Current year budget should be submitted to the Board for their budget submissions. President and Treasurer will prepare the annual operating budget based on the outcome of the retreat budget discussions.

Oct

meeting in Nov	Secretary	Normally put in the newsletter in Oct; can also solicit names earlier if desired.
Solicit changes/updates to the Board Book	Secretary/Board Book appointee	Normally an email blast or newsletter article asking for changes from members
Conduct the annual BOD Retreat	Vice President/President	
Develop, with Board help, the slate for new COF Board positions	President/Secretary/Member Services	President provides the proposed slate of Officers and Directors to the Secretary who will notify the Club membership of the Annual Meeting and the proposed slate. The Member Services Director will ensure that the notice is entered in the Wild Apricot system for the renewals that are sent out by the end of October. As per the Board Book position descriptions, each member is responsible for assisting with recruitment of a successor.
Notice of annual membership renewal	Member Services	Should be activated thru Wild Apricot. Working with the Secretary, renewal notices must also include notification of the annual meeting to elect new officers. See appendix in Board Book for full schedule.

Nov

Annual Membership Meeting	Secretary/Member Services	Secretary provides notification to the Club membership
Provide changes to the Board Book	ALL	Update individual sections of the Book to the Secretary/BB Appointee

Kokanee Karnival Fish Eggs to Fry

Kokanee Karnival

Fall Steelhead eggs for classes

Dec

Submit Programs schedule for next year, update Programs from last year in Board Book Appendix

Programs

Planning and contacting speakers will take place earlier

Coordinate Conservation volunteer schedule

Conservation

Coordinate with ODFW and any other organizations that solicit volunteers from COF on their annual schedule (if known), put a notice in the newsletter for members to plan their volunteer activities. Update schedule as necessary and post in newsletter, or send as an email blast if time-sensitive.

Submit an Outings Program schedule for next year

Outings

Submit as much info as possible on Outings that are firmly scheduled and ideas for outings that can be taken for action by members. A newsletter article should be submitted with the annual schedule, which should be updated periodically. Newsletter articles should be submitted after each outing with photos to document outings that have been successfully held.

Submit Winter Intermediate/Advanced Fly Tying Class schedule for newsletter

Fly Tying leader

Collect and record Volunteer hours for the year

Volunteer Data Collector All data for the year should be collected and recorded by 31 Dec.

Consolidate monthly budget reports and submit to the Board for approval, used for tax preparation and other reporting purposes.

Treasurer