

CFFU ACTION PLAN WORKSHEET

Position/Activity/Chair/Committee: **Second Vice-President**

Description/Purpose:

The Second Vice-President will act as the central source of information for all responsibilities associated with any positions in direct line according to the CFFU organization chart.

Tasks and Activities:

1. Oversee the smooth operation of all positions in direct line according to the CFFU organization chart.
2. Coordinate the action plans of all line positions.
3. Be familiar with the action plans of all line positions.
4. Report to the Board of Directors, monthly, on all activities of all line positions.
5. If a vacancy occurs within the line positions, recommend a replacement who can be appointed by the president.
6. Monitor all line positions to assure compliance with the budget. Any adjustments to the budget must be approved by the board.
7. Monitor all actions of line positions to assure portrayal of a positive image of CFFU and the sport of fly fishing to both the general public and the members of CFFU.
8. Make arrangements and organize the CFFU booth for the Salmon Festival and/or work with the CFFU volunteer to ensure the success of the event.

Resource Requirements		Cost
1.		
2.		
3.		
4.		
5.		