

CFFU ACTION PLAN WORKSHEET

Position/Activity/Chair/Committee: **President**

Description/Purpose:

The President will act as the single point of contact for CFFU on all matters.

Tasks and Activities:

1. Oversee the operation of all positions in direct line according to the CFFU organization chart.
2. Be familiar with and monitor the action plans of all positions.
3. Serve as spokesperson for CFFU.
4. If a vacancy occurs within the line positions, appoint a replacement.
5. Monitor all positions to assure compliance with the budget and plans.
6. 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.
7. Delegate responsibilities as appropriate.
8. Prepare agendas and conduct all meetings of CFFU.
9. Monitor listserv communications and respond as appropriate.
10. Identify members to lead various activities.
11. Develop action plans yearly.
12. Write monthly President's Message for On-The-Fly.
13. Carryout all provisions of the By-laws.
14. Accept and carry out other duties as required to lead CFFU.
15. Review mail regularly from the P.O. Box and distribute as appropriate.
16. Give new list of eligible CFFU'ers to enter storage unit.

Resource Requirements		Cost
1.	Copying	\$50.00
2.	President's Pins	\$250.00
3.		
4.		
5.		