

CFFU ACTION PLAN WORKSHEET**Position/Activity/Chair/Committee: Programs****Description/Purpose:**

At 11 of the monthly meetings, a program is presented to the membership. The December meeting is a slide sharing meeting. Speakers must be obtained for every meeting. They will augment their presentation with slides or videos. The speakers can present on any fly-fishing related topic. At least one speaker per year will address conservation needs and efforts

Tasks and Activities:

1. Identify speakers for all eleven meeting and the annual meeting.
2. Present speaker list to the CFFU Board of Directors for confirmation.
3. Send confirmation letters including maps and any slide presentation information to speakers. Speakers should be notified to limit their programs to no more than forty minutes.
4. Remind speakers at least one month before they are scheduled.
5. Serve as CFFU host to the speakers as outlined in the Speaker Reimbursement Policy.
6. Arrange for motel accommodation, if necessary.
7. Submit Speaker Reimbursement Claim Form for any allowed expenses as outlined in the Speaker Reimbursement Policy.
8. Arrange pre-meeting fly tying demonstrations, if appropriate. Coordinate with President to be certain there are no conflicts.
9. Promote up-coming programs by writing monthly summaries of the speakers planned program.
10. Write an article promoting the next month's speaker and submit to the webmaster and to the Newsletter Editor within two days of the general meeting.
11. Write a report on the speaker's program and submit to the webmaster and the newsletter Editor within in one week after general meeting.
12. Introduce the speaker at the meeting.
13. Present the speaker with a certificate of appreciation at the end of the presentation.

| Resource Requirements | | Cost |
|------------------------------|-------------------------|-------------|
| 1. | 7 speaker dinners | |
| 2. | Speaker fees | |
| 3. | Speaker travel expenses | |
| 4. | Award Frames | 50 |
| 5. | Total | |