

Appendix A.

Duties of Executive Committee Members

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CGFFU
Central Gauteng Fly Fishing Union

A.1. Executive Committee Members

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Appendix A

Duties of Executive Committee Members Central Gauteng Fly Fishing Union

A.1. EXECUTIVE COMMITTEE MEMBERS

A.1.1 PRESIDENT / CHAIRMAN

The President shall:

- a. Preside as Chairman at all CGFFU General and Executive Committee meetings.
- b. To be the official spokesperson and representative for the CGFFU
- c. To ensure that all orders, directives and resolutions are carried out by the Executive Committee.
- d. To have sole authority to interpret any matter arising out of the Constitution and Rules, such interpretation to be binding and final. The President may have the option and at his discretion, seek the advice of any other Member of the Executive Committee before arriving at a final decision.
- e. To have authority to appoint an “ad hoc” committee whose purpose shall be to deal with any issue that may arise and the President feels that a “special” committee is needed.
- f. To be the ex-officio member of all standing or “ad hoc” committees.
- g. To have the authority to appoint a representative to attend any particular event should he, for whatever reason, be unable to do so. The representative shall be accorded the same privileges as the President.
- h. Present an annual President’s Report at the Annual General Meeting.
- i. In conjunction with the Secretary, keep Member Associations fully informed on all Fly Fishing related matters.
- j. To have a deliberative, as well as a casting vote, at all Executive Committee meetings

A.1.2 VICE- PRESIDENT / CHAIRMAN

The Vice- President shall:

- a. In the absence of the President, preside at all General and Annual General Meetings.
- b. Shall have a deliberate vote at all Executive Committee Meetings, and when presiding, have a casting vote as well.
- c. Assist the President and appointed Executive Members with the policies and duties as mentioned in Clause A.1.1 (g) when called to do so.
- d. To fulfil any other duties that may be assigned by the President or Executive Committee
- e. To have a deliberative vote at all Executive Committee Meetings

A.1.3 SECRETARY

The Secretary shall:

- a. Keep minutes of proceedings at all Special General, Annual General, and Executive Committee Meetings.
- b. Keep and maintain all books and records.
- c. Issue affiliation cards to all affiliated members.
- d. To be an ex-officio secretary of all standing or "ad hoc" committees
- e. Assure that all the clerical work is up to date and complete.
- f. To have initiative and ability to resolve a problem that does not need the President's intervention.
- g. Due to the administrative demand not being too heavy, a combined Secretary/ Treasurer portfolio can be created until such time that operational demand necessitate that the portfolios be operated separately.
- h. Distribute the minutes of the Executive Committee, General and/or Annual General Meetings to all Executive Committee members and Member Associations within fourteen (14) calendar days prior to the date of the meeting.
- i. Be the official point of liaison for any terms of correspondence, affiliation matters, finances, etc.
- j. Annually supply the South African Fly Fishing Association (SAFFA) with a complete list of all Member Associations, their respective Clubs, as well as their affiliated membership, to reach SAFFA not later than thirty (30) calendar days before SAFFA's scheduled AGM.
- k. Refer the "Application for the award of Provincial Colours" for any CGFFU selected Provincial Teams to the CGFFUEC to reach their Offices at least thirty (30) calendar days prior to any team's participation date, or date of departure for attending such events.
- l. To have a deliberative vote at all Executive Committee Meetings

A.1.4 TREASURER

The Treasurer shall:

- a. Be responsible for the administration of all monies and funds of CGFFU.
- b. Collect affiliation and administration fees from Member Associations annually.
- c. Pay over pro rata annual affiliation fees to the South African Fly Fishing Association (SAFFA)
- d. Present a detailed report on the income, expenditure and investments of CGFFU at each Executive Meeting as well as the AGM.
- e. Prepare an annual balance sheet, income and expenditure accounts and a financial report in conjunction with an approved auditor.
- f. To have a deliberate vote at all Executive Committee Meetings.

A.1.5 RECORDS OFFICER

The Records Officer shall:

- a. Keep, and update the record catch data lists of the Associations members.
- b. Receive and scrutinize all claims for record applications, and report on these to the Executive Committee, as well as at the AGM
- c. Issue record catch certificates or other forms of recognition as may be prescribed after final authorization of these record applications by the Executive Committee.
- d. Forward applications for South African records to the relevant issuing body for recognition and authorisation.
- e. To have a deliberate vote at all Executive Committee Meetings.

A.1.6 PUBLIC RELATIONS OFFICER

The Public Relations Officer shall:

- a. Act and be the spokesman, on behalf of the Central Gauteng Fly Fishing Union and the Sport where interface with the public or media is required, where/when the President is not available to fulfil this duty.
- b. As duly elected P.R.O he/she shall enjoy full rights bestowed on him/her through the confidence of being elected by the full membership of CGFFU, to have freedom of speech, as long as each statement made on behalf of the Sport and CGFFU is a true reflection of events, decisions and/or common objectives of CGFFU and its activities.
- c. Any statement or declaration made by the P.R.O. shall at all times be made in the best interest of Fly Fishing and CGFFU's objectives, not reflecting any of the P.R.O's personal views or aims at the expense of CGFFU's image or objectives.
- d. Source sponsorship for team delegates representing CGFFU at any Interprovincial or National Championship.
- e. Be in contact with sponsors on a regular basis, as part of a courtesy service – by means of newsletter, telephone call, letter etc
- f. To arrange a social event for the sponsors either individually or in groups from time to time.
- g. To ensure that the database of all sponsors is updated regularly
- h. Act on behalf of the Association's objectives and commitments at any given time as required by the Association.
- i. At all times report on the true state of the Association's affairs or its activities to those media forums that are willing to give publicity to, or able to promote Fly Fishing and/or the Association's objectives.
- j. Distribute any written correspondence prior/after any formal discussions with any authorities, media instances and prospective sponsors to the President for notice by the Executive Committee.
- k. Present an overview/report at the AGM of the year's liaison activities, media and press involvement, as well as any promotional and sponsorship activities.
- l. To fulfil any other duties that may be assigned by the President or Executive Committee
- m. To have a deliberate vote at all Executive Committee Meetings.

A.1.7 TOURNAMENTS CO-ORDINATING OFFICER

The Tournament co-ordinator shall:

- a. Co-ordinate all CGFFU related and approved league events in accordance with the Executive Committee's decision.
- b. Make necessary bookings and arrangements for accommodation and entry with the various venues.
- c. Make known the time and venue of the Captain's meeting.
- d. Make known the time of lines in and lines out for the different sessions.
- e. Make known the time and venue that the score cards have to be returned at the end of the various sessions.
- f. Co-ordinate all Inter Provincial tournaments in accordance with the Executive Committee's decision.
- g. Schedule all league events. This scheduling is necessary to prevent overloading of certain zones as well as the impact on the fish resources for those areas.
- h. Member Association liaison with the Tournament Co-ordinator is necessary to set up an annual calendar of events, in each case reflecting:
 - i. The angling area and boundaries

- ii. The number of anglers and event officials at each event
- iii.. Dates and related fishing periods.
- i. To have a deliberate vote at all Executive Committee Meetings.

A.1.8 DEVELOPMENT OFFICER

The Development Officer shall:

- a. Promote CGFFU in a positive way.
- b. Promote and develop the Men's, Ladies and the Juniors Divisions in a positive way to the general public
- c. Design a Development strategy document and implement it through to the Member Associations. This is to be done with the approval by the President.
- d. Ensure that each Member Association is carrying out the implementation of the correct development within their Association
- e. Scout out new potential anglers, and to encourage their participation in CGFFU
- f. Instruct and guide anglers in what is expected of them
- g. Be available and accessible to anglers who enquire about any information on the various divisions
- h. Always provide correct and accurate information
- i. Fulfil any other duty or duties that may be assigned by the President or the Executive Committee
- j. To have a deliberate vote at all Executive Committee Meetings.