

Mid-Island Castaways Fly-Fishing Club

TERMS OF REFERENCE

Fish-Out Committee

Role

The role of the Fish-Out Committee is to develop, plan and implement a variety of fish-outs on a seasonal basis coinciding with high fish activities for club members.

Responsibilities

The Fish-Out Committee is responsible for:

- preparing and completing the Club's annual proposed schedule of fish-outs by the end of February for the current year.
- submitting the proposed schedule of fish-outs to the Board for approval
- completing the fish-out notice and submitting it to the Secretary for distribution to club members with sufficient lead time
- having at least one committee member be in attendance at each fish-out, or if unable to attend, will delegate to another Board member
- providing a detailed report, with photos, to the Board on the completion of each Fish - Out

Chair

The Chair will be a board member determined by the board of directors.

Membership

The Committee will consist of at least one other interested members of the club to provide input on meeting topics and address the responsibilities of the Committee.

Term

The Committee will serve for one year starting immediately after the A.G.M. until the A.G.M. of the following year. Members may continue to serve on the committee after their initial term is completed.

Meetings

The Committee will meet as often as deemed necessary to fulfill their responsibilities by consensus of the committee members. The meetings may be in-person, by teleconference or electronically, e.g., Zoom, Skype, Facetime.

If a member is not able to participate in a meeting, that member can speak to the Chair in advance so that the Chair can share the member's perspective at the meeting. That member may also submit written comments or documentation in advance of the meeting. Submissions required for a meeting that are made after said meeting will not be considered for decision-making.

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The Chair will submit a written report, to the Secretary each month prior to the board meeting for inclusion in the minutes of the board meeting which the report is given.

Quorum

Quorum shall be simple majority (50%+1) of the voting committee members present at a meeting.

Decision Making

The Committee shall strive for consensus (i.e., “you can live with the decision/idea”) when making decisions. If consensus cannot be achieved, the committee members must agree on how to deal with the outstanding issue; i.e., vote, continue discussion, table the issue to another meeting, or take the issue to the board of directors.

When voting, majority (50%+1) rules with quorum present. There shall be no proxy or email voting unless explicitly determined by the committee in advance of a vote.

The Committee cannot commit the use of the Club’s financial resources without prior approval from the board of directors.

Minutes

The Committee will appoint a member to take minutes at the committee meetings and the minutes shall be approved at subsequent meetings. Minutes will be kept and stored in accordance with the club’s practice.

Accountability

The Committee members will be accountable to the Board of Directors through the Chair of the Committee.

Reviewed by Board of Directors: March 8, 2021

Approved by Board of Directors: March 8, 2021