

PGI FISHING CLUB  
FISHING EVENTS DIRECTOR

1. Plan 3-4 fishing tournaments and/or fishing events each year.
2. Notify club members of requirements/registration of upcoming tournaments and events.
3. Develop a spreadsheet for each event & register members accordingly
4. Promote all said tournaments & events thru email, PGICA Blast, Club Meetings, Social gatherings and other appropriate communications.
5. Track entries submitted for each category on tournament spreadsheet
6. Work with the FC Records Keeper to maintain a photographic log of all entries submitted and to ascertain winners of tournaments/events in each category and each species.
7. Award tournament/events prizes. Working closely with the BOD, awards could be at regular FC monthly meetings, or at a separate "weigh in" arranged by the FC Events director at a local venue, or in the PGICA pavilion. If the latter, work with social director to have food and beverages available, such as hot dogs and hamburgers, and soft drinks. Also to increase attendance, consider requiring that winners be present to win, and could include door prizes.
8. Work with Club Recordkeeper to ascertain winners of monthly Fish of the Month contests; award prizes at the next Club Meeting.
9. Using photos submitted, prepare the Events Director portion of each monthly newsletter and General Meeting presentations based on established timeline. Events Director's portion included FOM and LOA each month.
10. Keep accurate & detailed Expense Reports & submit same on a timely monthly basis to Club Treasurer for reimbursement as needed.
11. Attend monthly General Club Meetings unless otherwise excused.
12. Work cooperatively with all other Club Board Members/Committee Members promoting the Club throughout the year.
13. Prepare and submit proposed annual budgets for upcoming year tournaments and events including purchase of pins, awards, certificates and similar items.
14. Maintain inventory of club hats & Ladder of Achievement pins. Reorder as needed and submit detailed Expense Reports to Club Treasurer.
15. At year end work together with the Club Recordkeeper to finalize the Master Anglers Tournament (MAT) standings. Once finalized, prepare list of members and their respective MAT catches to the Clubs MAT Certificate person so certificates may be prepared then distributed at the next General Club Meeting.
16. At year end work together with the Club Recordkeeper to finalize the winners of the Isles Trophy Awards. Collect prior year awards for nameplate updating, once updated distribute updated Isles Trophy Awards at the next General Club Meeting.
17. Coordinate GMA shirt engraving and award presentation