

Punta Gorda Isles Fishing Club

Vice President

Role Description

1. Assist President in any official FC matters as needed
2. Reserve meeting room for board meetings
3. Conduct board and/or general membership meeting if President is not available.
4. Report area fishing conditions at monthly meetings from information gathered from local tackle shops, guides, Internet sites, etc.
5. Write a monthly fishing article for the newsletter including information on Fish of the Month.
6. Assist in preparation and monitoring of budget.
7. Purchase or arrange for purchase, all prizes and awards as directed by the President or chairpersons, if such expenditures have been provided for in the budget or approved by the Board.
8. Appoint person or persons to sell donated drawing (50/50) tickets at all functions.
9. Designate a member to pass out door prize tickets at monthly meetings and forward collected 50/50 funds to the Treasurer.
10. Conduct monthly meeting prize drawings for name that fish, door prizes and 50/50.
11. Attend monthly Board meetings, which are held at a time and place designated by the Board.
12. Obtain guest speakers for General Membership Meeting. Speakers could include fishing, boating, conservation/environmental, safety, and law enforcement topics.
13. Reserve general membership meeting room. Make sure room is unlocked prior to meeting, oversee members who set up, and take down tables and chairs according to PGICA guidelines, and lock doors after the meeting and social has concluded.
14. Send e-mail blast communications as needed.

Revised: 6/7/2024