



Ohio Council of the FFF
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The Official Voice of Fly Fishers in Ohio and Surrounding States

Sequential steps in starting a Fly Fishing Club

Phase I

Initial Interest

1. Determine the need
2. Determine the interest level
3. Find a meeting location for your first exploratory meeting
4. Set a meeting date
5. Announce & advertise the meeting date, time and location with a stated objective
6. Develop a “First meeting” agenda
 - a. Open the meeting
 - b. Reaffirm purpose of meeting
 - c. Identify the objective
 - d. Identify a possible affiliation with a national Fly Fishing organization such as The Federation of Fly Fishers (FFF). This will help later to become a resource for bylaws, etc.
 - e. Identify the need for volunteers
 - f. Identify the structure required for a Fly Fishing club i.e., Officers and Directors
 - g. Identify the date, time, and location of your next meeting
 - h. Close the meeting

Phase II

First meeting

1. Be a leader and lead the first meeting
2. Utilize and follow your “First meeting” agenda
3. Confirm the need and interest level-restate it!
4. Set up an “Organizational Meeting” If things go well you may be able to accomplish some of the actual organization during this meeting. It is best to have a plan ready when you attend this meeting just in case.
 - a. Establish a date, time and location
 - b. Announce & advertise the meeting location with a stated objective
 - c. Develop a “Organizational meeting” agenda

Phase III

Organizational meeting

- 1.** Find a meeting location for your meeting
- 2.** Set a meeting date
- 3.** Announce & advertise the meeting date, time and location with a stated objective
- 4.** Develop the “Organizational meeting” agenda
 - a.** Open the meeting
 - b.** Reaffirm purpose of meeting
 - c.** Identify the objectives
 - d.** Identify a possible affiliation with a national Fly Fishing organization such as The Federation of Fly Fishers (FFF). This will help later to become a resource for bylaws, etc.
 - e.** Reaffirm the need for volunteers
 - f.** Identify and develop the structure required for a Fly Fishing club i.e., Officers (Hopefully at this meeting the Officers and Directors will be chosen)
 - 1.** President
 - 2.** Vice President
 - 3.** Treasurer
 - 4.** Secretary
 - Directors*
 - 5.** Communications Director
 - 6.** Membership Director
 - 7.** Events Director
 - 8.** Etc., etc.
 - g.** Develop a name for the new club
 - h.** Set a Club Membership meeting date, time and location (Example we will meet the first Wednesday of each month from 6:30 to 10:00 p.m. at.)
 - i.** Set a Club Board of Directors meeting date, time and location (Example we will meet the second Wednesday of each month from 6:30 to 10:00 p.m. at ...) *A very important point! It is best to have your Board meeting separate from your membership meeting.*
 - j.** Identify the date, time, and location of your next Membership and Board meetings
 - k.** Close the meeting

From this point forward, you will have a Membership meeting and a Board of Directors meeting. The Membership meeting is just that, you have speakers, programs, etc. and a short business session (5-15 minutes) for the President and/or his designee to report the financials, events planned, etc. The Board meeting is for developing and conducting the operational functions of the club.

Phase IV-A *General Membership Meetings*

1. You need to develop a format for your General Membership meetings
2. You need to organize events, such as raffles, speakers, educational classes, etc.

Phase IV-B *Directors Meetings*

1. Develop Bylaws
2. Incorporate
3. Develop Job Descriptions
4. Develop Operational rules, normally “Roberts Rules of Order” are the choice
5. Develop Operational guidelines, etc., for your everyday operations
6. Develop Programs such as Membership, Education, Conservation, etc.
Develop Fund Raisers

Phase V *Every day operations*

I would suggest that you run the club like a business! Document all of your operations, including but not limited to programs, events, outing, etc. This will help you in avoiding the “Inventing the wheel over again” syndrome, each time an event is repeated or you are looking for a guide to develop something new, etc.

The Federation of Fly Fishers and their Council’s has available all needed “Materials” and “Guidance” to help you set up your club. We would like to extend this opportunity to make this a “Fun” and “Rewarding” experience.