INTERNATIONAL FEDERATION OF FLY FISHERS, INC.

STANDARD OPERATING PROCEDURES

BOARD OF DIRECTORS MEETINGS

Authority: These procedures are based upon provisions contained in the Federation of Fly Fishers Bylaws and Robert's Rules of Order, Revised. Where the Bylaws are silent on meeting procedures, Robert's Rules of Order take precedence. Where the Bylaws and Robert's Rules of Order conflict, the Bylaws will govern.

Meetings: The Board shall hold the following meetings:

1. The Annual Board Meeting is held during conclave week, before the annual membership meeting. It serves primarily to review actions of the officers, committees and Chief Executive Officer/President since the last meeting; to ratify actions of the Executive Committee since the last meeting; to review all budgetary matters and to review and/or approve budget guidelines for the upcoming fiscal year; to seat newly elected Directors and to elect additional Directors as determined by the Board; to elect officers for the following year; and to provide direction for the future. Executive Committee members and elected Directors are required to attend.

2. Board meetings to be held by conference call will be scheduled for early December and March. The primary purpose of the December Board meeting will be to approve the budget for the upcoming fiscal year. The CEO/President and staff will prepare a draft budget for review by November 1. During the fiscal year, the CEO/President will provide a monthly income and balance statement with a variance report and a 3 month projection as to income and expenses. Other Board meetings may be held as prescribed in the Bylaws or as necessary during the year by conference call to review and approve actions requiring full board approval.

3. The Executive Committee will meet bi-monthly by conference call. The CEO and Legal Counsel shall attend as well as other persons requested by the ExCom needed for the conduct of the business scheduled for the meeting. Purpose of these ExCom meetings is to review and discuss agenda items, with the goal of facilitating the business of the Federation between full board meetings. The ExCom may restrict attendance in order to protect the confidentiality of its discussions.

4. Board meetings are open to all members of the association. The Board may vote to go into executive session, at which time persons in attendance may be asked to leave until the Board comes out of executive session. Proceedings of executive sessions are secret. Only members, special invites and necessary employees and staff members may attend. Board members violating the secrecy of executive sessions can be punished by the Board; invites are honor bound not to divulge discussion.

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Agendas:

1. The Secretary will prepare agendas based upon input from officers, directors, and committee members. Packets containing meeting agendas will be provided to Board members at least 30 days before meetings in order to permit early review. Earlier Board review of some agenda items may be required by Bylaws.

2. Items not requiring separate Board action may be placed on the consent agenda. Consent agenda items will be determined by the Chairperson. No matter dealing with the finances of the association may be placed on the consent agenda. After approval of minutes of previous meetings and before discussion of agenda items, the Chairperson will invite motions to remove items from the consent agenda. Also, items on the consent agenda may be taken off at any time during the meeting at the request of any Board member. One of the final actions of the Board will be approval of the Consent agenda.

3. Agendas of the Annual Board Meeting will follow these general formats:

(a) Annual Board Meeting:

- Call to Order (Chairperson)
- Roll Call (Secretary)
- Seating of the Directors (Chairperson)
- Election of additional Directors (Chairperson)
- Approval of Agenda (Chairperson)
- Statement of Directors’ Responsibilities (Legal Counsel)
- Approval of Previous Year’s Minutes (Chairperson)
- Affirmation of Actions by Executive Committee (Chairperson)
- Chairperson’s Report (Chairperson)
- Election of Officers (If needed) (Chairperson)
  - Nominating Committee Report (Committee Chair)
  - Election and Seating of Officers (Chairperson)
  - Approval of Vice Presidents (Chairperson)
- Fiscal Year Action Plan (Chairperson)
- Financial Reports (Treasurer)
  - Final for last fiscal year
  - Year-to-date
  - Budget for next fiscal year
- Legal Issues (Legal Counsel)
- Chairperson Reports (Appropriate Vice Presidents)
- Federation of Fly Fishers Foundation Report (Foundation President)
- Committee Reports (Committee Chairs)
- Unfinished Old Business (Chairperson)
- New Business (Chairperson)
Committee Appointments (Chairperson)
Approval of Consent Agenda
Announcement of future meeting dates (Chairperson)
Adjournment (Chairperson)

**FFF Committees**

Under the bylaws, the Board may designate and appoint committees of directors which shall consist of three or more Directors. These committees shall have and exercise to the extent defined by the Board, the authority of the Board in the management of the Federation. Their actions are on behalf of the Board and are subject to review and ratification by the Board. Other committees not having and exercising the authority of the Board in the management of the Federation may be appointed in such manner as may be designated by a resolution adopted by the Board or Executive Committee.

Committees serve at the pleasure of the Board. While committees may be authorized by the Board to control their affairs through the use of bylaws or a similar document to include how members of the committee are selected and removed, the Board reserves the authority to appoint or remove any person on the committee with or without cause. Committees shall only have the powers specifically delegated to them by the Board and their activities are subject to review and approval by the Board.

Attachment 1 contains the current FFF committees. Attachment 1 will be reviewed by the Board at the Annual Board Meeting as appropriate to update. Attachment 1 will be updated as needed during the year to reflect changes in the status of committees.

Directors are expected to serve on at least one committee. Directors will communicate their committee preferences to the Chairperson and President who will coordinate the committee assignments to provide the necessary balance for the committees.

**Conduct of Board Meetings:**

Board meetings are conducted in a highly ethical and professional manner. The purpose of the Board is to:

Set the path for the organization, define the vision and mission. The Board’s job is to govern and not to manage. Its role is strategic, not operational.

Ensure the CEO has the resources to accomplish the mission defined in the approved Business Plan.

Supervise and evaluate the CEO’s performance based on established objectives.

Refine and validate policy as established by the Board.

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Advice and consent on major issues of the budget, planning and policy. This means the board must, rather than discussing the specifics or details of a committee or staff report, look at the broad policy issues implicit with the report/policy language and decide what stance the organization should take. Moreover, the Board should enhance the work of the staff or committee, not do staff or committee work.

Boards are meant to debate in good faith, but, once an issue is decided, the board is duty bound to speak with one voice. It is unethical and unprofessional to do otherwise.

The Board is meant to represent the organization, provide legal and financial oversight and to contribute to the moral tone of the organization.

The Board should provide expert opinions and wisdom, and perhaps only sparingly refinements and alternatives.

Focusing on matters of policy. This would permit the staff or committee to deal with the subsequent language or specifics and the board to guide or set policy.

Act only as a body, not as individual board members. Individual board members do not have the power to direct activities of committees or staff. The purpose of the board is to act in the best interest of the organization as a whole and not on local or individual preferences.

Four Golden Rules:

(1) Justice and fairness for all
(2) One item of business at a time
(3) Right of the minority to be heard
(4) Right of the majority to prevail

Quorum: A quorum is necessary in order for the Board to legally transact business. One-third of the Directors of the Board shall constitute a quorum.

Actions Requiring Board Approval: Debate and voting on actions requiring Board approval shall not precede unless a motion has been made and seconded.

Approval of Motions:

(1) All Board members are eligible to vote or abstain on motions before the Board.

(2) An abstention or a blank ballot does not constitute a vote cast.

(3) A simple majority of votes cast shall be sufficient to approve motions, except where a greater number is required by law, the Bylaws or Robert’s Rules of Order, Revised.

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(4) Unanimous Consent: The Chairperson may declare a motion approved by unanimous consent when there seems to be no opposition to a pending motion or if, in the Chairperson's judgment, the question is of little importance. When choosing to exercise this option, the Chairperson states, "If there is no objection, the motion is adopted." If any Board member objects, the Chairperson must state the question and invite debate; after debate, the Chairperson puts the question to a vote.

Director and Officer Responsibilities

Directors must be a member of the Federation in good standing and Life membership is strongly encouraged. Directors must contribute financially at their personal discretion and membership in the President's Club is encouraged.

Directors are expected to attend all board meeting and participate in conference calls. Attendance includes participation in person, by conference call, or by electronic means where all participants can hear each other. If a director is unable to attend, he or she must contact the Chairperson to be excused.

Directors cannot proxy their vote. Directors must exercise their vote and cannot delegate this responsibility to someone else. This means if a director is unable to attend a board of directors meeting, he or she will not be able to vote.

Directors are expected to provide their expertise to the organization by involvement in committees, contributions to policies, fostering growth of the organization, and contributing to the success of the CEO/COO.

Directors represent the Federation of Fly Fishers and fully support its mission, policies and activities without reservation. Directors should serve on multiple committees by doing this they are more involved at each organizational level, and particularly for council level members, this creates focus to the organization and not just to the council. Board Members are expected to participate in conclave activities, not just the meetings, to show their support for youth programs, outreach, casting games, auction luncheons, and other functions. They are encouraged to visit local clubs to spread the FFF culture. Board membership is a job for the FFF, not just a position.

Action by the Board or Committee without a meeting

Any action required or permitted to be taken by the Board or any committee thereof may be taken without a meeting if all members of the Board or the committee consent in writing to the adoption of a resolution authorizing the action. The Board or committee may exercise its authority and vote by means of electronic transmission, PROVIDED, (a) Action required or permitted to be taken by the Board or any committee thereof may be taken by e-mail poll only if
every member of the Board or committee receives a copy of a Proposal to Take Action via e-mail message at his or her current e-mail address and approves such action. (b) The message shall indicate that the Proposal is open for discussion and that all comments on the Proposal must be sent to all other directors through use of a Reply All or similar function. (c) Any director who believes the Proposal should not be passed via e-mail poll may so indicate in his or her reply and the Proposal will be held for the following Board or committee meeting. (d) At the conclusion of discussion messaging, the originator of the Proposal shall call for a vote for or against the Proposal, and each director shall send his or her vote to all other directors. (e) The originator shall then reply to all directors stating whether the Proposal has passed unanimously and the e-mail votes shall be printed and filed by the Secretary with the minutes of the proceedings of the Board or committee.

Management of Non-Profit Organizations.

1. Non-profit organizations should be operated and managed with the same degree of care as for-profit corporations.

   (a) Formal and well-defined operating procedures should be established.

   (b) Strong financial controls and systems should be implemented.

   (c) Risk management and loss control programs should be adopted.

The fundamental responsibility of directors, officers and important volunteers is to represent prudently the interests of the organization's members and other constituencies in directing the business and affairs of the organization within the law. Important volunteers are those individuals who are not directors but have a position of responsibility either as an individual or on a committee representing the FFF. Members of the Casting Board of Governors and Fly Tying Group are important volunteers.

1. Basic Duties.

   (a) Duty of Diligence -

      (1) Act with the care that a reasonably prudent person in similar position would use under similar circumstances.

      (2) Perform duties in good faith and in a manner they reasonably believe to be in the best interest of the corporation.

      (3) Must inform themselves of all material information reasonably available to them.

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(4) Reasonable inquiry and monitoring of corporate affairs.

(b) Duty of Loyalty -

(1) Refrain from engaging in personal activities which would injure or take advantage of the organization.

(2) Prohibited from using position of trust and confidence to further their private interests.

(3) No conflict between one's duty to the organization and self-interest.

EXAMPLES:

1. D & O's may not realize secret profits or unfair gain through personal transactions with or on behalf of the organization.

2. May not compete with the organization to its detriment.

3. May not usurp an opportunity of the organization.

4. May not realize personal gain from the use of material, non-public information.

5. Should avoid even the appearance of a conflict of interest.

(c). Duty of Obedience -

(1) Perform duties in accordance with applicable statutes and the terms of the organization’s article of incorporation and bylaws.

(2) Insure organization is operated for 501(c) (3) purposes.

(3) Insure monies are expended for 501(c) (3) purposes.

(4) Insure earnings do not inure to the benefit of any individual.

(5) Lobbying is not a substantial activity.

(6) File required tax returns to include payment of social security and withholding taxes.

(a) Directors are presumed to have acted properly and satisfied these three duties (diligence, loyalty and obedience) if the "BJR" applies.

(b) To obtain the benefit of the "BJR", directors must act in good faith and with a reasonable basis for believing that their conduct is in the lawful and legitimate furtherance of the organization's purposes and must exercise their honest business judgment after due consideration of what they believe to be relevant factors.

(c) Five elements of "BJR":

(1) Business Decision - protects against claims for wrongful acts, but not against failure to act unless the result of a conscious decision to refrain from acting.

(2) Disinterestedness.
(3) Due Care.
(4) Good Faith.
(5) No Abuse of Discretion.

Conflict of Interest (Includes Directors, Officer, Employees and Important Volunteers.

1. No director, officer, employee, or important volunteer of the FFF shall engage in business transactions in which he or she has a material conflicting personal interest.

(a) A conflict of interest transaction is one in which a director has a direct or indirect interest. An Indirect interest is one wherein another entity in which the director has a material interest or in which the director is a general partner or a director, officer, or trustee, is a party to the transaction. There would be no liability imposed upon a director for a conflict of interest transaction if the transaction was fair to the Federation of Fly Fishers, or the directors approving the transaction reasonably believed the transaction to be fair to the Federation of Fly Fishers, and the board was aware of all material facts relating to the transaction.

(b) Directors should avoid any form of self-dealing. If a director has an interest in a transaction with the Federation of Fly Fishers, Councils and Clubs, the director should note that interest. The transaction must be fair and reasonable, and the interested director should not attempt to influence other members of the board.
(c) Any transactions with disqualified persons (persons who are in a position to exercise substantial influence over the affairs of the Federation of Fly Fishers, Councils and Clubs) should be monitored carefully to make certain no excess benefit is conferred on the disqualified person.

2. Any possible conflict of interest shall be disclosed to the Board of Directors (or its committee) through the President of the FFF by the person concerned prior to deliberation on a matter in question. When any such conflict of interest is relevant to a matter requiring action by the Board of Directors (or its committee), the interested person shall call it to the attention of the Board of Directors (or its committee). Although such person may participate in the information-gathering discussion about the matter, such person shall not participate in the final review of the matter and/or in the vote on the matter.

3. The minutes of the meeting of the Board of Directors (or its committee) shall reflect that the conflict of interest was disclosed and that the interested person was not present during the final discussion and/or vote and that the interested person did not vote. When there is a doubt as to whether a conflict of interest exists, the matter shall be resolved by a vote of the Board of Directors (or its committee) excluding the person concerning whose situation the doubt has arisen.

4. A copy of this conflict of interest statement shall be given to each board and important volunteer member who serves the FFF and any new board and important volunteer members shall be advised of the policy upon undertaking the duties of such office.

5. Furthermore, each board and important volunteer member shall at the annual Board of Directors meeting execute a written conflict of interest statement, in which such persons set forth any direct or indirect benefits that are being received or are likely to be received in the coming year as a result of any of the FFF’s agreements with any outside party; or that such person is not receiving and does not anticipate receiving in the coming year any benefits as a result of the FFF’s agreements with any outside party and has no personal material conflict of interest.

6. Attachment 2 contains the written conflict of interest statement.

Actions by Directors.

1. Any action taken by directors must be an informed decision following a thorough, well-documented investigation of all relevant facts reasonably available and applicable law.

   (a) Attend meetings and review minutes and other documents.

   (b) Insure the FFF maintains accurate books and records.

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(c) Be familiar with the provisions relating to the FFF’s 501(c)(3) tax-exempt status and carefully monitor the FFF’s activities so the FFF can maintain such status.

Delegation of Responsibility.

1. Although directors may not abrogate their duties, they may rely in good faith on advice or input from board committees, officers, and employees or outside experts.

(a) Board committees -

(1) The use of board committees permits a small number of directors to perform a more in-depth analysis and should be encouraged.

(2) Use of an executive committee permits action to be authorized between regular board meetings, although the full board should review and, if appropriate, ratify the committee's action.

(b) Management delegation -

(1) The board should not engage in direct management of the organization.

(2) However, the board has responsibility for monitoring the day-to-day conduct of the organization by assuring that satisfactory executive management personnel and policies are in place.

(3) To avoid someone from operating outside of the scope of his or her duties or neglecting an area of responsibility within the scope of such duties, clearly defined job descriptions should be prepared.

(4) Similarly defined descriptions of authority and responsibility of the organization's staff and volunteers should be prepared and understood by all involved parties.

(5) Directors are entitled to the so-called reliance defense, which permits directors to rely in good faith upon officers, committees, legal counsel or agents of the organization when making board decisions.

Approved 8/5/03
Revised 7/25/06

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Attachment 1 - Board SOP

FFF COMMITTEES

COMMITTEES OF DIRECTORS

Executive Committee

The Executive Committee shall consist of the Chairperson, Secretary, Treasurer, Chief Executive Officer/President (non-voting) and a minimum of 3 other directors as determined by the Board. Other non-voting members such as legal counsel and committee chairs may be added as needed. The committee carries out the operational implementation of the Board's goals, directions, and policies as funded by the Board and acts on the behalf of the Board to the extent permitted by law and the bylaws between meetings of the Board. Actions of the Executive Committee are subject to the approval of the Board.

Council of Presidents Committee

The Council of Presidents Committee includes the Council Presidents, the Chairperson, Secretary, Treasurer, and Chief Executive Officer/President (non-voting). The Chairperson presides over the committee. Each Council President may select a person to act on his/her behalf in his/her absence. The Council of President’s primary objective is to implement grass root education and conservation activities and lead fly fishing related activities as defined in the organization mission and vision within their respective councils. The Committee also administers the awards program and serves as the Nominating Committee.

Business Management

The Litigation Committee and the Governance Committee have been combined into the Business Management Committee. A Committee consisting of the Chairperson, Secretary and Treasurer which shall have the authority to act on behalf of the Board to manage the business and affairs of the Federation as follows: Negotiate contracts for equipment leases, office printing and other day-to-day operational needs. Once the Board has determined a date and location for the Annual FFF Show, the Committee is authorized to negotiate and execute the contracts associated with the Show. The Committee may delegate the authority to negotiate contracts to the President of the Federation. This notification of delegation will be transmitted to the President in writing or by e-mail. This delegation of authority to this Committee does not include the authority to change the location of the existing offices and IFFC, borrow money, establish new policies normally made by the Board, place the magazine contract or change previous authorizations of the Board. The Committee is authorized to approve amendments to the bylaws for Councils and Charter Clubs. Such actions will be ratified at the next ExCom or Board meeting.

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The Committee will receive and review the recommendations of the Conservation Committee, FFF Legal Counsel, and others as appropriate regarding potential litigation the FFF should consider being involved in. The Committee will authorize litigations in those circumstances when the event time line will not allow the ExCom or the full Board the opportunity to review/approve such action.

The Committee will review governance matters for FFF. Nonvoting members may be invited to participate as appropriate. The Committee will have the authority to act on changes approved by the Board. The Committee shall:

1. determine the roles and responsibilities of the Board as a whole and the roles and responsibilities of individual Board members, and assure there are no conflicts of interest;
2. develop effective Board processes and structures to include review of the bylaws for recommendations to the Board for updating;
3. recruit and nominate for Nominating Committee approval new Board members;
4. nominate the candidates for the Executive Committee;
5. provide for the orientation and training of Board members;
6. provide Board retreats, as necessary;
7. establish and administer a Board evaluation program including Board composition, skills, and fit to Affiliation Agreement and Bylaws; and
8. evaluate Board Committee effectiveness and provide for Committee Development.

**Personnel Committee**

The Committee will consist of at least three directors. The Committee may elect to use other individuals as required in the process of its work. The Committee will have the authority to act on changes approved by the Board.

The Committee will evaluate lines of responsibility and area of authority between the Board, the Chairman, and senior staff member (President/CEO). The review will include structure of staff, job descriptions, financial issues relating to allocation of responsibilities, and evaluation of matters relating to the cost structure of personnel, including but not limited to compensation, benefits, office space, equipment, and allowable (i.e., reimbursable) expenses. The Committee will also assume other personnel duties as assigned by the Board.

The Committee is responsible for making appropriate reports to the Board at such intervals and on such matters as the Chairman sees fit or as the board may request. The reports will be submitted by the Committee Chair.

**Financial Committee (FC)**

The Committee shall consist of the Treasurer and a minimum of two other directors as determined by the Board. Nonvoting members may be invited to participate as appropriate. The Federation of Fly Fishers’ Standard Operating Practice
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Committee is authorized to provide ongoing oversight of the FFF finances including the review and approval of all major expenses and to administer the FFF Investment Policy approved by the Board.

The Committee will review the current FFF financial situation including operating procedures and make recommendations to the Board as to changes in the operating procedures. The staff will provide the Committee by the 10th of each month, a financial report showing the income/expense statement including a variance report. The Committee will report to the Board on a regular basis as to the status of FFF finances and operating procedures.

OTHER COMMITTEES

Conservation Committee

The voting membership of the Conservation Committee consists of one representative from each FFF Council and any FFF Director assigned to the Committee. This representative from the Council is the Council Vice President for Conservation, unless otherwise designated by the Council. Nonvoting members of the Committee include the FFF Conservation Coordinator and other ex-officio members invited to participate as appropriate.

The Committee is responsible for directing the conservation efforts of the FFF as outlined in the FFF Conservation Goals, Objectives and Policies statement. The Committee serves as a direct advisor to the Board and has the primary responsibility for recommending conservation policies (to include legal actions) for approval by the Board. The Committee oversees all aspects of FFF conservation activities in furtherance of Board approved conservation policies.

Membership Committee

The voting membership of the Membership Committees consists on one representative from each FFF Council and any FFF Director assigned to the Committee. This representative from the Council is the Council Vice President for Membership, unless otherwise designated by the Council. Nonvoting members of the Committee include other members invited to participate as appropriate.

Education Committee

The voting membership of the Education Committee consists of one representative from each FFF Council and any FFF Director assigned to the Committee. The representative from the Council is the Council Vice President for Education, unless otherwise designated by the Council. Nonvoting members of the Education Committee include the FFF Education Coordinator and other ex-officio members invited to participate as appropriate.

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The Committee is responsible for directing the education efforts of the FFF as outlined by FFF education goals, objectives and policies. The Committee serves as a direct advisor to the Board and has the primary responsibility for recommending education policies and programs for approval by the Board. The Committee oversees all aspects of FFF education activities in furtherance of Board approved education policies.

**Development Committee**

The voting membership of the Development Committee consists of one representative from each FFF Council and any FFF director assigned to the Committee. This representative is the Council Vice President for Fund-raising and Development, unless otherwise designated by the Council. Nonvoting members of the Development Committee include the FFF Development Director, Conservation Coordinator, Education Coordinator. Other ex-officio members may be invited to participate as appropriate.

The Federation of Fly Fishers (FFF) Development Committee is responsible for directing the Fund-raising and development efforts of the FFF in concert with the FFF Board of Directors. The Development Committee serves as a direct advisor to the FFF Board of Directors and has the primary responsibility for recommending development policies for approval by the FFF Board of Directors. Further, the Development Committee works with the Development Director, Councils, Clubs, and Subcommittees to conduct Fund-raising and development activities of the FFF.

**Communication Committee**

The voting membership of the Communication Committee consists of one representative from each FFF Council and any FFF Director assigned to the Committee. The representative from the Council is the Council Vice President for Communication, unless otherwise designated by the Council. Nonvoting members of the Communication Committee include the FFF Communication Coordinator and other ex-officio members invited to participate as appropriate.

The Committee is responsible for directing the communication efforts of FFF to include the magazine and website. The Committee serves as a director advisor to the Board and has the primary responsibility for recommending communication policy and programs for approval by the Board. The Committee oversees all aspects of FFF communications in furtherance of Board approved policies.

**Government Relations Committee**

The Committee tracks federal policy issues and makes recommendations to the staff and Board.

**Conclave Committee**

The Committee supervises and coordinates with staff for the planning and conduct of the annual

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conclave.

**Casting Board of Governors**

The Casting Board of Governors (CBOG) will administer the Certified Casting Instructor Program for the Federation. CBOG participation is as described in the bylaws for the CBOG.

While the IFFF Board has delegated authority to the CBOG to administer the Certified Casting Instructor Program to include removal, suspension or other disciplinary measures, the Board reserves the authority to also remove, suspend or take other disciplinary action on any Certified Instructor.

The goal of the CBOG is to further the education of all who participate in fly fishing by establishing a source of Certified Fly Casting Instructors, who are qualified to teach these aspects of fly fishing, to further the education and teaching techniques of all fly casting instructors, and to enhance communication between fly casting instructors.

**Fly Tying Committee**

The Fly Tying Committee will administer the fly tying program for the Federation. Committee participation is as described in the bylaws for the Fly Tying Committee.

The goal of the Fly Tying Committee is to the art of fly tying in FFF and to provide an organization to represent tiers at the local, regional, national, and international level. The Committee will develop and disseminate instructional material to enhance the teaching skills of all fly tiers, but especially for those who demonstrate or teach fly tying at all levels. The Committee will administer the fly tying program at the National Conclave of FFF.

**Best Practices Committee**

The Best Practices Committee will gather info that will allow members to learn from others successes and hopefully make fewer mistakes on their own. The information sought is broad and includes but not limited to communications, promotion, education, membership, shows, conservation, and administrative or operational.

Updated 4/21/09
Updated 9/8/09
Updated 7/24/12
Updated 8/8/13

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Attachment 2

Federation of Fly Fishers, Inc.

To: Directors, Employees, and Important Volunteers
From:
Date:
Re.: Federation of Fly Fishers, Inc. Conflict of Interest Policy

The Conflict of Interest Policy, attached, requires that all Directors, Employees, and Important Volunteers of the FFF execute an annual statement regarding current and potential conflicts of interest. Please complete the form below, and file with the FFF as soon as possible. Thank you for your cooperation.

Conflict of Interest Statement

The following statement is submitted to comply with the Conflict of Interest policy of the Federation of Fly Fishers, Inc.

CHECK ONE:

☐ As a director, employee or important volunteer of the FFF, I will receive, or anticipate receiving in the coming year, the following direct or indirect benefits as a result of any of the FFF’s agreements with any outside party:

☐ I am not receiving and do not anticipate receiving in the coming year any benefits as a result of the FFF’s agreements with any outside party and I have no personal material conflict of interest.

Name (please print): _______________________________________
Signed: _________________________ Date: ___________________

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