

<b>Location</b>	Petersfield Community Centre
<b>Date</b>	Tuesday 18th February 2024
<b>Time</b>	7:00pm

## **Agenda**

<b>1.</b>	Introduction
	1a. numbers in attendance
	1b. apologies
	1c. approval of minutes
<b>2.</b>	Development Programme Presentation
<b>3.</b>	Chairman's report
<b>4.</b>	Acceptance of Treasurers end of year balance
<b>5.</b>	Vice Chairman's report
<b>6.</b>	Proposals & motions (attached page 2)
<b>7.</b>	Election of officers
<b>8.</b>	Break
<b>9.</b>	Members Free Membership Draw
<b>10.</b>	Raffle
<b>11.</b>	Any Other Business

## 6. Proposals

<b>Proposal 1.</b>	Proposer: Steve Chapman Second: Andrew Reed	<b>Votes</b> <b>For</b>	<b>Against</b>	<b>Abstain</b>
Introduction of administration fees.	Notes:			
<b>Proposal.</b>	Proposer: Second:	<b>Votes</b> <b>For</b>	<b>Against</b>	<b>Abstain</b>
	Notes:			
<b>Proposal.</b>	Proposer: Second:	<b>Votes</b> <b>For</b>	<b>Against</b>	<b>Abstain</b>
	Notes:			
<b>Proposal.</b>	Proposer: Second:	<b>Votes</b> <b>For</b>	<b>Against</b>	<b>Abstain</b>
	Notes:			



# The Pdac

FISHING LOCAL WATERS SINCE 1932

PDAC Committee Vacancy

## Treasurer - Voluntary Role

Requirements:

Candidate must hold a valid PDAC membership for 12 months or more.

Must have computer skills, familiar with online banking and to have access to own personal online device.

Duties:

### **Managing finances**

The treasurer is responsible for the club's accounts, petty cash, and bank books. They also oversee membership funds and the financial side of club activities.

### **Planning budgets**

The treasurer works with the club committee to plan the annual budget. This includes identifying sources of income and expenditure, estimating costs, and making adjustments for inflation.

### **Monitoring finances**

The treasurer monitors the budget throughout the year and ensures that funds are used appropriately and banked promptly.

### **Preparing financial reports**

The treasurer prepares end-of-year accounts and presents them to the auditor, management committee, and AGM.

### **Working with other club members**

The treasurer works with other members of the management committee to safeguard the club's finances.



# The Pdac

FISHING LOCAL WATERS SINCE 1932

PDAC Committee Vacancy

## Fisheries Manager – Voluntary Role

Requirements:

- Candidate must hold a valid PDAC membership for 12 months or more.
- Have knowledge and experience in Fishery Management
- Great interpersonal skills working with others

Duties:

**Overseeing fish populations:**

Managing fish populations and fishing activities in a specific body of water or region

**Maintaining fish health:**

Ensuring the health of fish stocks, including monitoring their health, collecting samples, and performing research

**Maintaining habitats:**

Ensuring the habitats of fish are maintained, including regulating water quality and creating environments for specific species

**Creating management plans:**

Creating management plans and coordinating activities to maintain and improve venues and fish stocks

**Monitoring the environment:**

Monitoring the environment for pollution and other factors that could impact fish health

**Advocating for fish:**

Advocating for fish and their ecosystem, and liaising with other experts to preserve fish stocks

**Working with others:**

To chair the Fisheries Management Sub-committee, which will include all Wardens and Bailiffs, then to report back recommendations to the Management Committee

**Creating reports:**

Creating monthly fisheries reports

**Staying up to date:**

Staying up to date on research and discoveries in the field of fisheries

**Maintaining records:**

Maintaining records of fishery activities and fish stocks

**Planning budgets:**

Planning budgets and carrying out administrative duties



# The Pdac

FISHING LOCAL WATERS SINCE 1932

PDAC Committee Vacancy

## Match Secretary – Voluntary Role

Requirements:

Candidate must hold a valid PDAC membership for 12 months or more.

Good communication skills – verbal and written

Well organised

Duties:

Confirming and arranging internal & external matches, may include Inter-Club & Charity events.

To hold and chair meetings of the Match sub-committee / Match Panel and to report back to the Management Committee any recommendations from those meetings.

Collecting of match fees and payments for external venues

To provide relevant match results, within three (3) days, to the PDAC Webmaster

To arrange the collection, engraving and cleaning of the PDAC trophies

To arrange and book a venue for the Presentation Night

Communicate to all members



# The Pdac

FISHING LOCAL WATERS SINCE 1932

PDAC Committee Vacancy

## Ordinary Committee Member – Voluntary Role

Requirements:

Candidate must hold a valid PDAC membership for 12 months or more  
Great interpersonal skills working with others

Duties:

**Being well-informed:**

Having a good understanding of the organization's rules, policies, and procedures

**Attending meetings:**

Regularly attending committee meetings and arriving on time

**Participating:**

Making suggestions, listening to others, and supporting others to be involved

**Representing the organization:**

Ensuring the organisation sets and meets its goals, and that it is administered according to the constitution in a pro-active manner

**Preparing for meetings:**

Reading meeting minutes and other papers in preparation for meeting

**Sending apologies:**

Sending apologies when unable to attend meetings

**Participating in training:**

Participating in relevant training and development activities