



BY-LAW'S,
CONSTITUTION,
AND TERMS OF REFERENCE (TOR)

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THE REGINA FISH AND GAME LEAGUE

CONSTITUTION

ARTICLE 1: NAME

The name of the Corporation shall be “The Regina Fish and Game League”

ARTICLE 2: OBJECTIVES

The objects of the Corporation are:

- a. to promote the conservation and propagation of wildlife;
- b. to assist the various governmental authorities in developing, maintaining, and enforcing the Fish and Game Regulations from time to time promulgated in relation to wildlife;
- c. to acquire, hold, develop and administer property, both real and personal for the purpose of advancing the objectives of the Corporation;
- d. to raise funds among the members of the Corporation for the purpose of advancing its objectives by such means as may from time to time be deemed appropriate.
- e. to do all such ancillary things and exercise all such necessary powers as may be requisite for the purpose of advancing its objectives.
- f. to promote youth into the disciplines of the League (shooting, archery, fishing)
- g. to promote through education and good stewardship of the land as well as safe and legal practices of conservation.

ARTICLE 3: PLACE OF ACTIVITIES

The activities of the Corporation are to be carried out in the City of Regina and the surrounding district, in the Province of Saskatchewan.

ARTICLE 4: PROPERTY

The Corporation shall have and enjoy the right to hold in its own name, property, both real and personal, and may enter into contracts, undertakings and obligations in its own name.

THE REGINA FISH AND GAME LEAGUE

BY-LAWS

1. INTERPRETATION

1.1 In these By-Laws, the following definitions apply:

- (a) “AGM” means Annual General Meeting of the League**
- (b) “League” means The Regina Fish and Game League;**
- (c) “Board” means the Board of Directors of the League:**
- (d) “Directors” means all directors of the League;**
- (e) “Good Standing” means a member that has not been struck from membership, current on fees to the League, and complies with rules, policies, and procedures;**
- (f) “Regular Meeting” means a meeting of the Board as provided by these By-Laws:**
- (g) “Member” means a member in good standing of the League;**
- (h) “Officers” means President, Vice-President, 2nd Vice-President, Secretary, Treasurer and such other officers as the Board shall determine from time to time;**
- (i) “Lifetime Member” means a member who has completed 20 years consecutive service on the Board.**
- (j) “Mail” means mailing addresses with preference to e-mails vs. physical mailing addresses.**
- (k) “Publications” means virtual bulletins, posted bulletins at the range, and social media platforms.**

1.2 In these By-Laws, unless the context otherwise requires, words importing the singular number or the masculine gender shall include the plural number or the feminine gender as the case may be and vice-versa, and references to persons shall include firms and corporations.

1.3 The Board is the sole authority for the interpretation of the By-Laws and the decision of the Board upon any questions of the interpretation, or upon any matters affecting the League and provided for by the By-Laws and regulations made thereunder, shall be final and shall be binding on all the Members.

2. HEAD OFFICE

- 2.1 The head office of the League shall be in the City of Regina, in the Province of Saskatchewan, at such place therein as the Board may from time to time determine.

3. **MEMBERSHIP**

- 3.1 Membership in the League shall consist of persons who are interested in advancing the objectives of the League, and are desirous of subscribing to its Objectives as identified in the League's Constitution, and by paying the annual fees from time to time prescribed by the Board.
- 3.2 Applications for membership shall file an application via the website. All applicants will receive an invitation to an orientation once their fees are paid. Applicants successful in completing such orientation as held by the Membership Committee and deemed safe to use the range will be granted access. The membership committee will bring a list of new members to each meeting for the Board to see.
- 3.3 Only persons who have paid the prescribed membership fee within the time stipulated by resolution of the Board, which resolution shall be of general application, shall be entitled to be and to exercise the rights of membership in the Corporation.
- 3.4 All new memberships are required to complete the range orientation at the date that the membership director deems suitable. Once orientation is complete the member will receive their physical membership card.
- 3.5 A member may be suspended from membership or be struck off as a member of the League by a vote of two-thirds of the Directors present at a regularly constituted meeting of the Board.
- 3.6 Members may resign by resignation in writing which shall be effective upon acceptance thereof by the Board.
- 3.7 Members not in good standing shall be struck from membership. They may resume to be a member once prescribed fees have been paid.
- 3.8 Membership in the League shall not be transferable nor assignable.

4. **MEMBERSHIP FEES**

- 4.1 Membership fees shall be determined by the Board, and may vary from year to year
- 4.2 Without limiting the generality of the foregoing, membership fees may include an assessment made in respect of insurance, the benefits of which will be enjoying by each member of the League

5. **DIRECTORS**

- 5.1 The affairs of the League shall be managed by a board of up to 30 directors, each of whom at the time of his or her election must be a member in good standing for no less than 1 full year and or within 10 days thereafter and throughout his or her term of office shall be a member of good standing of the League.

- 5.2 A Director who ceases to be a member shall be struck from the Roll of Directors.**
- 5.3 The Board shall determine the policies, authorize expenditures and assume responsibility for guiding the affairs of the League. All directors, minus co-directors, shall have an annual \$500.00 allowance to use as they see fit for the use towards their specified directorship.**
- 5.4 The Directors shall serve without remuneration and no Director shall directly or indirectly receive any profit from his or her position as such.**
- 5.5 Notwithstanding by-law 5.4, a member of the Board shall be entitled to be reimbursed by the League for all sums and expenses necessarily incurred by such member in connection with the work of the League but not in congruence with personal business.**
- 5.6 A Director who fails to attend three consecutive meetings of the Board will be terminated as a director of the League unless he appears before the Board at a Duly constituted meeting of the Board within 60 days of his third delinquency and shows just cause for his delinquency acceptable to a majority of the Board present at such meeting and a majority of the Board, upon a secret ballot, directs that he be restored as a member upon payment of current fees unless they have lifetime membership status.**
- 5.7 Every Director shall be elected to hold a chairmanship or co-chairmanship of a committee and shall actively engage in the work of the League and shall discharge the duties of such office with consistency and despatch, and shall co-operate with his or her peers, members of the League, in advancing the affairs of the League in accordance with the Constitution adopted by the League. A director who fails to comply with the terms of this provision will be terminated as a member in the League unless he appears at a duly constituted meeting of the Board at a time to be determined by the Board and shows just cause for his or her failure to comply with the terms of this provision acceptable to a majority present at such meeting and a majority of the Board, upon a secret ballot, directs that he or she be restored as a member.**
- 5.8 Every Director shall participate, within a years time, a minimum of 50 percent of the Leagues activities/volunteer opportunities; (ie. Open house, range clean up, range maintenance, and monthly meetings)**
- 5.9 A Director whose membership is revoked pursuant to By-Laws 5.6 or 5.7 is entitled to re-apply for membership in the League and, subject to approval by the Board, will be entitled to resume as a regular member in the League. Would then be allowed to re-apply to become a Director no less than 1 year from the date of resumed regular membership.**
- 5.10 Directors are eligible to have their membership fee covered based on volunteer time. 50 points will get a half membership covered and 100 or more points will receive a full membership. Points are earned as follow;**
- 5 points for every meeting attended = 10 meetings is 50 points**
- 5 points for every hour of volunteer time beneficial to the range (open house, helping with events, mowing, cleanup, painting, etc...)**

6. OFFICERS

- 6.1 The Board shall elect the Officers of the League at a meeting to be held not more than fourteen (14) days following the annual general meeting.**
- 6.2 All officers shall be members of the Board.**
- 6.3 Officers of the League shall stand a term of 2 years with 50 percent of the officers (President, 2nd Vice-President, and Secretary) resigning on odd numbered years and the remaining 50 percent (1st Vice-President and Treasurer) resigning on even numbered years.**
- 6.4 No officer shall serve more than two (2) consecutive two (2 year) terms in the same position unless there is no one voted in and they agree to continue**

7. MEETINGS OF MEMBERS OF THE LEAGUE

- 7.1 The League shall hold an annual meeting of the members no later than fifteen (15) months following the date on which the last annual meeting was held, and as often as required for the purpose of transacting business and of carrying out the business functions and duties of the League.**
- 7.2 All annual and general meetings shall be held at a place to be determined by the Board.**
- 7.3 At every annual meeting, in addition to any other business that may be transacted, the report of the Board, the financial statement for the fiscal year prior to the annual meeting, and the report of the auditors shall be presented to the members.**
- 7.4 No business shall be transacted at a general meeting unless a quorum of at least half of the current board of directors and at least three officers are present.**
- 7.5 Meetings may be called by the President or may be requisitioned by any fifteen members delivering a request in writing to the Secretary that a meeting be held within thirty (30) days of delivery of such notice.**
- 7.6 Each member in good standing and who holds an adult membership and is personally present shall be entitled to vote at all annual general meetings. They are entitled to be present at any monthly meetings as a guest of the Board of Directors and may bring concerns forward to the Board but may not vote at monthly meetings.**
- 7.7 Written notice of all annual and general meetings shall be given to all members. Such notices shall be sent by mail or publication at least fifteen days prior to the date on which the meeting is to be held and will specify the time and place of the meeting and, where special business is to be transacted at a meeting, the nature of that business and the text of any special resolution to be submitted to the meeting.**
- 7.8 Notwithstanding By-Law 7.7, where the League has more than 250 members and the Board determines it is expedient, notice may be provided to the members by publication:
 - (a) At least once in three consecutive weeks immediately proceeding the meeting in a bulletin by their addresses (e-mails or mailing address) provided on record to the League; or****

- (b) Not less than 15 days nor more than 35 days before the meeting at least once in a publication of the League that is sent to all its members.

8. DIRECTOR'S MEETINGS

- 8.1 Meetings shall be held as often as required upon the call of the President or of any five directors with notice to at least 2 officers no less than one week (7 days) prior to the meeting.
- 8.2 No business shall be transacted at any meeting unless a quorum consisting of one-half of the Directors are present and at least three officers are present.
- 8.3 Unless otherwise specified herein, acts of the Directors by majority vote, at any meeting when a quorum is present and at least three officers are present, shall be acts of the entire Board.
- 8.4 Each Director shall have one vote. Other directors who may not be in attendance of the meeting may proxy their vote for specific topics to another director by way of email to the President and or Secretary. This must be vote specific and can include multiple topics but all must be laid out.
- 8.5 All Directors shall submit any topic of interest to be brought up at the meeting to the President as the chair of the meetings, so they may be added to the agenda for that meeting, no later than 7 days before the meeting. Any topics not on the agenda will need to wait for the following meeting.
- 8.6 The President will vote only if a tie has been made and the president may vote in their discretion either way.

9. ADJOURNMENTS

- 9.1 The President may with the consent of any meeting adjourn the same from time to time and no notice of such adjournment need be given if the meeting resumes on the same day. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.

10. AUDITORS/FINANCIAL CONSULTANTS

- 10.1 Subject to By-Law 10.3, the directors shall at each annual general meeting attempt to appoint an audit committee to review the accounts of the League as soon as practicable after the end of the fiscal year for report to the Directors at the next annual general meeting. The audit committee shall hold office until the next annual general meeting provided that the Directors may fill any casual vacancy in the office of audit committee.
- 10.2 The fiscal year of the League shall be determined by the Board
- 10.3 Notwithstanding By-Law 10.1, the members may by unanimous resolution dispense with the appointment of an audit committee that year at the annual general meeting. In the event that the members resolve not to appoint an audit committee for that year or members to conduct a review of the financial statements of the League, then the Board, at its sole discretion may engage a financial consultant or other person to review the financial records of the League.

11. CHECKS, DRAFTS AND NOTES

- 11.1 All cheques, drafts, orders for the payment of money, all notes, acceptances and bills of exchange shall be signed by such officer/officers or person/persons, whether or not officers of the League, and in such manner as the Board may from time to time designate by resolution.

12. AMENDMENTS TO BY-LAWS

- 12.1 The By-laws of the League may be amended by a vote of a majority of those persons present at a general meeting of the League who are in good standing and entitled to vote thereat.
- 12.2 Any proposed amendment to the By-laws shall be set out in writing and delivered by mail or publication to all members, together with the notice of the meeting at which such amendment is to be considered.

13. NOTICES

- 13.1 Subject to By-law 7.8, all notices may be sent by mail and publication and shall be deemed to have been received on the day following their posting.
- 13.2 No error or omission in giving notice of any annual or general meeting or any adjourned meeting, whether annual or general, of the members of the League shall invalidate such meeting or make void any proceedings taken thereat. Any member may at any time waive notice (unsubscribe) of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat. For the purpose of sending notice to any member, Director or officer for any meeting or otherwise, the address of any member, Director or officer shall be his last address recorded by the League.

14. EXPENDITURES

- 14.1. The elected officers, by a majority vote, shall have the authority to expend a sum not exceeding \$5000.00 for any one event in the sponsorship of special events designed to advance the League's objectives. The expenditure of any sum in excess of \$5000.00 for such purpose shall require authorization by a majority of the Board present at a regular monthly meeting held for the purpose of discussing the affairs of the League.
- 14.2. Authorized payments shall be conducted in any three options:
- a. Check;
 - b. League credit card; or
 - c. Paypal account

Provided all confirmation numbers, receipts, and transaction records are physical documents and must be turned in to the treasurer at each monthly meeting, and available for the audit committee.

15. OBJECTIVES

- 15.1 The objectives of the League are:
- a. to promote the conservation and propagation of wildlife;

- b. to assist the various governmental authorities in developing, maintaining, and enforcing the Fish and Game Regulations from time to time promulgated in relation to wildlife;
- c. to acquire, hold, develop and administer property, both real and personal for the purpose of advancing the objectives of the Corporation;
- d. to raise funds among the members of the Corporation for the purpose of advancing its objectives by such means as may from time to time be deemed appropriate.
- e. to do all such ancillary things and exercise all such necessary powers as may be requisite for the purpose of advancing its objectives.
- f. to promote youth into the disciplines of the League (shooting, archery, fishing)
- g. to promote through education and good stewardship of the land as well as safe and legal practices of conservation.

16. PLACE OF ACTIVITIES

- 16.1. The activities of the Corporation are to be carried on in the City of Regina and the surrounding district, in the Province of Saskatchewan.**

ENACTED by the Board at a meeting held in Regina, Saskatchewan on the 18th day of March, 2025

President

Secretary

ADOPTED, ratified, sanctioned and confirmed by a meeting of the Members of the Corporation held at Regina, Saskatchewan on the 1st day of April, 2025.

President.

Secretary

REGINA FISH AND GAME LEAGUE

TERMS OF REFERENCE

DIRECTORSHIP: ARCHERY

RESPONSIBLE TO: PRESIDENT AND BOARD OF DIRECTORS OF THE REGINA FISH AND GAME LEAGUE

RESPONSIBLE FOR: R.F.&G.L. ARCHERY CLUB ACTIVITIES

GENERAL STATEMENT OF DUTIES:

SAA Membership management
Organization of Club Archery Shoots
Maintenance of Archery Range and specific items

VISION STATEMENT:

To maintain and increase the membership and interest in archery.

OPERATING BUDGET: YES / **NO** **AMOUNT: \$** _____

Expenditures as needed and approved by Board

STATEMENT OF RESPONSIBILITIES

1. Responsible to the President of the Regina Fish and Game League for:
 - a. Assist the President or fellow Directors in their duties to ensure that the programs and policies of the Regina Fish and Game league are successfully carried out whenever possible;
 - b. To increase awareness/membership by promoting the League and not to bring discredit by words or actions when acting on its behalf;
 - c. To maintain budgetary and fiscal controls, using accepted accounting procedures, and to provide a balanced budget report at yearend or when requested to do so;
 - d. To carry out the duties of Director in a competent, professional manner while respecting the opinions of views expressed by others;
 - e. To maintain control of all equipment that maybe used by this Directorship and/or its sub-committee;

- f. To inform the president, in a timely manner, if unable to continue on as Director and make effort to find a replacement prior to stepping down;
- g. To aid any member who wants to get involved in archery
- h. To act as a Range Officer or to appoint one as necessary

REGINA FISH AND GAME LEAGUE

TERMS OF REFERENCE

DIRECTORSHIP: AUDIT COMMITTEE

RESPONSIBLE TO: PRESIDENT AND BOARD OF DIRECTORS OF THE REGINA FISH AND GAME LEAGUE

RESPONSIBLE FOR: TO CARRY OUT YEARLY AUDIT ON RF&GL BOOKS

GENERAL STATEMENT OF DUTIES:

To review the books of the corporation known as Regina Fish and Game League

VISION STATEMENT:

To ensure the Regina Fish and Game League operates in a fiscally responsible manner according to applicable financial rules and regulations.

OPERATING BUDGET: YES / ☒ NO AMOUNT: \$ _____

STATEMENT OF RESPONSIBILITIES

1. Responsible to the President of the Regina Fish and Game League for:
 - a. To nominate an audit committee consisting of 4 to 6 club Directors at the first monthly Directors meeting after the AGM. This sub-committee will include the club Treasurer and President.
 - b. After the Treasurer has prepared the books ready for final auditing, in a timely manner, the audit committee shall conduct their own audit of the club books prior to the upcoming spring AGM.
 - c. Assist the President or fellow Directors in their duties to ensure that the programs and policies of the Regina Fish and Game league are successfully carried out whenever possible;
 - d. To increase awareness/membership by promoting the League and not to bring discredit by words or actions when acting on its behalf
 - e. To maintain control of all equipment that may be used by this Directorship and/or its sub-committee;
 - f. To maintain budgetary and fiscal controls, using accepted accounting procedures, and to provide a balanced budget report at yearend or when requested to do so;
 - g. To carry out the duties of Director in a competent, professional manner while respecting the opinions or views expressed by others;
 - h. To inform the President, in a timely manner, if unable to continue on as Director and make effort to find a replacement prior to stepping down;

REGINA FISH AND GAME LEAGUE

TERMS OF REFERENCE

DIRECTORSHIP: BULLETIN

RESPONSIBLE TO: PRESIDENT AND BOARD OF DIRECTORS OF THE REGINA FISH AND GAME LEAGUE

RESPONSIBLE FOR: ORGANIZE AND DISTRIBUTING THE REGINA FISH AND GAME LEAGUE BULLETIN

GENERAL STATEMENT OF DUTIES:

To develop and distribute at the minimum two, or more, bulletins for the membership of the Regina Fish and Game League

VISION STATEMENT:

To provide the membership the means of obtaining league information that is both relevant and/or current, in a format that is easy to understand.

OPERATING BUDGET: **YES / NO**

AMOUNT: \$ 1500.00

STATEMENT OF RESPONSIBILITIES

1. Responsible to the President of the Regina Fish and Game League for:
 - a. To determine, in consultation with the other directors, if there is enough information to be sent out to the membership.
 - b. To consult with each Director at least one week prior to submitting the bulletin for printing for their submissions, if they haven't already done so;
 - c. To ensure, after consulting with the Membership Director, that there will be a sufficient amount of bulletins printed;
 - d. To ensure that there is enough envelopes/stamps on hand for each mailing and that the correct postage is applied;
 - e. To prepare bulletins, with assistance from the other directors, for mailing and that the correct postage is applied;
 - f. To assist the President or fellow Directors in their duties to ensure that the programs and policies of the Regina Fish and Game League are successfully carried out whenever possible;
 - g. To increase awareness/membership by promoting the League and not to bring discredit by words or actions when acting on its behalf;

- h. To maintain control of all equipment that maybe used by this Directorship and/or its sub-committee;
 - a. To maintain budgetary and fiscal controls, using accepted accounting procedures, and to provide a balanced budget report at yearend or when requested to do so;
 - b. To carry out the duties of Director in a competent, professional manner while respecting the opinions or views expressed by others;
 - c. To inform the President, in a timely manner, if unable to continue on as Director and make effort to find a replacement prior to stepping down;

REGINA FISH AND GAME LEAGUE

TERMS OF REFERENCE

DIRECTORSHIP: CO-DIRECTOR TRAP CLUB

RESPONSIBLE TO: PRESIDENT AND BOARD OF DIRECTORS OF THE REGINA FISH AND GAME LEAGUE

RESPONSIBLE FOR: TRAP SHOOT ACTIVITIES

GENERAL STATEMENT OF DUTIES:

The Co-Director of the trap club is responsible to the director and to the members of the Regina Fish and Game League who participates in the trap shooting activities.

VISION STATEMENT:

To promote the activities of the trap club

OPERATING BUDGET: YES / NO AMOUNT: \$ _____

STATEMENT OF RESPONSIBILITIES

1. Responsible to the Director of the Trap Club for:
 - a. To assist the director as required
 - b. To ensure there is an adequate supply of clay pigeons
 - c. To perform maintenance of the clay pigeon thrower as required
 - d. To ensure trap club activities are conducted in a safe manner
 - e. To help support the many activities within the Regina Fish and Game League club whenever possible.

REGINA FISH AND GAME LEAGUE

TERMS OF REFERENCE

DIRECTORSHIP: DIRECTORS-AT-LARGE

RESPONSIBLE TO: PRESIDENT AND BOARD OF DIRECTORS OF THE REGINA FISH AND GAME LEAGUE

RESPONSIBLE FOR: DUTIES AS ASSIGNED/VOLUNTEER

GENERAL STATEMENT OF DUTIES:

To assist other directors, whenever possible, in the completion of their assigned activities

VISION STATEMENT:

Ensuring the successful completion all club related activities by helping out in any way

OPERATING BUDGET: YES / **NO** **AMOUNT: \$** _____

STATEMENT OF RESPONSIBILITIES

1. Responsible to the President of the Regina Fish and Game League for:
 - a. Assist the President or fellow Directors in their duties to ensure that the programs and policies of the Regina Fish and Game league are successfully carried out whenever possible;
 - b. To increase awareness/membership by promoting the League and not to bring discredit by words or actions when acting on its behalf;
 - c. To carry out the duties of Director in a competent, professional manner while respecting the opinions of views expressed by others;
 - d. To inform the president, in a timely manner, if unable to continue on as Director and make effort to find a replacement prior to stepping down;

REGINA FISH AND GAME LEAGUE

TERMS OF REFERENCE

DIRECTORSHIP: RANGE SAFETY

RESPONSIBLE TO: PRESIDENT AND BOARD OF DIRECTORS OF THE REGINA FISH AND GAME LEAGUE

RESPONSIBLE FOR: RANGE SAFETY ACTIVITIES

GENERAL STATEMENT OF DUTIES:

To organize firearm safety courses for club members and/or to co-ordinate with outside agencies for positions on courses organized by them

VISION STATEMENT:

To ensure club members are given the opportunity to learn safe firearm/hunting practices prior to firearm ownership

OPERATING BUDGET: YES / **NO** **AMOUNT: \$** _____

STATEMENT OF RESPONSIBILITIES

1. Responsible to the President of the Regina Fish and Game League for:
 - a. Organizing firearms/hunting safety courses for club membership when the demand requires it
 - b. If unable to run courses, in house, with club resources to try and locate an outside agency to get club members loaded on their courses
 - c. To inform and promote safe firearm practices at all times to the membership using any means possible,
 - d. As much as possible, to recruit and train qualified people as instructors, so that we may be able to run our own courses under the RF&GL mandate
 - e. Assist the President or fellow Directors in their duties to ensure that the programs and policies of the Regina Fish and Game League are successfully carried out whenever possible
 - f. To increase awareness/membership by promoting the League and not to bring discredit by words or actions when acting on its behalf;
 - g. To maintain control of all equipment that maybe used by this Directorship and/or its sub-committee;
 - h. To maintain budgetary and fiscal controls, using accepted accounting procedures, and to provide a balanced budget report at yearend or when requested to do so;
 - i. To carry out the duties of Director in a competent, professional manner while respecting the opinions or views expressed by others;

- j. To inform the President, in a timely manner, if unable to continue on as Director and make effort to find a replacement prior to stepping down

REGINA FISH AND GAME LEAGUE

TERMS OF REFERENCE

DIRECTORSHIP: GUN CONTROL

RESPONSIBLE TO: PRESIDENT AND BOARD OF DIRECTORS OF THE REGINA FISH AND GAME LEAGUE

RESPONSIBLE FOR: MONITORING GUN CONTROL ISSUES IN THE MEDIA

GENERAL STATEMENT OF DUTIES:

To keep informed as to the latest developments regarding gun control or similar issues and to pass any information, of interest, on to the membership.

VISION STATEMENT:

To provide the membership with current and accurate information regarding gun control issues.

OPERATING BUDGET: YES / **NO** **AMOUNT: \$** _____

STATEMENT OF RESPONSIBILITIES

1. Responsible to the President of the Regina Fish and Game League for:
 - a. To keep up to date, as much as possible, on gun control issues by any means available;
 - b. To inform the directors, at the monthly meetings, of any new developments and the membership via the bulletin;
 - c. To increase awareness/membership by promoting the League and not to bring discredit by words or actions when acting on its behalf;
 - d. To maintain control of all equipment that maybe used by this Directorship and/or its sub-committee;
 - e. To maintain budgetary and fiscal controls, using accepted accounting procedures, and to provide a balanced budget report at yearend or when requested to do so;
 - f. To carry out the duties of Director in a competent, professional manner while respecting the opinions or views expressed by others;
 - g. To inform the President, in a timely manner, if unable to continue on as Director and make effort to find a replacement prior to stepping down

REGINA FISH AND GAME LEAGUE

TERMS OF REFERENCE

DIRECTORSHIP: HANDSWORTH PROJECT

RESPONSIBLE TO: PRESIDENT AND BOARD OF DIRECTORS OF THE REGINA FISH AND GAME LEAGUE

RESPONSIBLE FOR: LOST HORSE HILL HERITAGE PARK

GENERAL STATEMENT OF DUTIES:

Inspect or have park inspected each spring and fall for safe and clean conditions. To include, but not limited to, washrooms, tables, BBQ's, docks, roads, and/or other park facilities. Ensure referenced items are in usable condition and report maintenance requirements back to the Board of Directors.

VISION STATEMENT:

To relate to new members and directors the importance of the project not only by providing free usage to all users of the park but to the spin off advantages received from local and other users that will give wildlife and nature another chance on our behalf. (i.e. area wide Habitat project)

OPERATING BUDGET: YES / **NO** **AMOUNT:** \$ _____

STATEMENT OF RESPONSIBILITIES

1. Responsible to the President of the Regina Fish and Game League for:
 - a. To keep in contact with the RM of Golden West in regards to the Lost Horse Hills Heritage Park;
 - b. To get the local residents more involved in the daily operation of the park and its continued operation by maintaining open lines of communication
 - c. To liason with Sask. Water regarding either dam or lake conditions and to ensure any planned changes do not adversely affect the viability of the park;
 - d. Assist the President or fellow Directors in their duties to ensure that the programs and policies of the Regina Fish and Game league are successfully carried out whenever possible;
 - e. To increase awareness/membership by promoting the League and not to bring discredit by words or actions when acting on its behalf;
 - f. To maintain control of all equipment that maybe used by this Directorship and/or its sub-committee;
 - g. To maintain budgetary and fiscal controls, using accepted accounting procedures, and to provide a balanced budget report at yearend or when requested to do so;

- h. To carry out the duties of Director in a competent, professional manner while respecting the opinions of views expressed by others;
- i. To inform the president, in a timely manner, if unable to continue on as Director and make effort to find a replacement prior to stepping down;

REGINA FISH AND GAME LEAGUE

TERMS OF REFERENCE

DIRECTORSHIP: MEMBERSHIP

RESPONSIBLE TO: PRESIDENT AND BOARD OF DIRECTORS OF THE REGINA FISH AND GAME LEAGUE

RESPONSIBLE FOR: PROVIDING AND DISTRIBUTING MEMBERSHIPS

GENERAL STATEMENT OF DUTIES:

To ensure that club memberships and money is collected and given to the Treasurer at each meeting. Host Orientations and bring forward any disagreements from memberships to the Board.

VISION STATEMENT:

To maintain, increase and promote membership in the RF&G League

OPERATING BUDGET: **YES / NO** **AMOUNT: \$** **2500.00**

STATEMENT OF RESPONSIBILITIES

1. Responsible to the President of the Regina Fish and Game League for:
 - a. Co-ordinate with Bulletin Director to provide mailing lists
 - b. Co-ordinate with trophy Director to provide membership list for Big Buck Night
 - c. Proficiency with computer programs is a plus, especially Microsoft Excel.
 - d. To ensure the club insurance broker has the correct amount of memberships for the current year and estimated numbers for the coming year
 - e. Assist the President or fellow Directors in their duties to ensure that the programs and policies of the Regina Fish and Game league are successfully carried out whenever possible;
 - f. To increase awareness/membership by promoting the League and not to bring discredit by words or actions when acting on its behalf;
 - g. To maintain budgetary and fiscal controls, using accepted accounting procedures, and to provide a balanced budget report at yearend or when requested to do so;
 - h. To carry out the duties of Membership director in a competent, professional manner while respecting the opinions of views expressed by others;
 - i. To maintain control of all equipment that maybe used by this Directorship and/or its sub-committee;

- n. To inform the president, in a timely manner, if unable to continue on as Membership Director and make effort to find a replacement prior to stepping down;

REGINA FISH AND GAME LEAGUE

TERMS OF REFERENCE

DIRECTORSHIP: NOMINATION COMMITTEE

RESPONSIBLE TO: PRESIDENT AND BOARD OF DIRECTORS OF THE REGINA FISH AND GAME LEAGUE

RESPONSIBLE FOR: NOTIFICATION FOR THE ELECTION OF DIRECTORS

GENERAL STATEMENT OF DUTIES:

To contact those Directors whose term is due to expire and to confirm intention to stand for Re-election?
Help to find new Directors from the general membership and run the annual elections held at the AGM.

VISION STATEMENT:

To ensure the league has qualified and dedicated directors so that the RF&G League can operate according to its Constitution and By-Laws.

OPERATING BUDGET: YES / **NO** **AMOUNT: \$** _____

STATEMENT OF RESPONSIBILITIES

1. Responsible to the President of the Regina Fish and Game League for:
 - a. Assist the President or fellow Directors in their duties to ensure that the programs and policies of the Regina Fish and Game league are successfully carried out whenever possible;
 - b. To increase awareness/membership by promoting the League and not to bring discredit by words or actions when acting on its behalf;
 - c. To maintain control of all equipment that maybe used by this Directorship and/or its sub-committee;
 - d. To maintain budgetary and fiscal controls, using accepted accounting procedures, and to provide a balanced budget report at yearend or when requested to do so;
 - e. To carry out the duties of Director in a competent, professional manner while respecting the opinions of views expressed by others;
 - f. To inform the president, in a timely manner, if unable to continue on as Director and make effort to find a replacement prior to stepping down;

REGINA FISH AND GAME LEAGUE

TERMS OF REFERENCE

DIRECTORSHIP: PHEASANTS

RESPONSIBLE TO: PRESIDENT AND BOARD OF DIRECTORS OF THE REGINA FISH AND GAME LEAGUE

RESPONSIBLE FOR: PHEASANT PROGRAM

GENERAL STATEMENT OF DUTIES:

Maintain and grow the pheasant program for the enjoyment of our members

VISION STATEMENT:

To increase the pheasant population thereby ensuring resources are available

OPERATING BUDGET: **YES / NO** **AMOUNT: \$** _____

STATEMENT OF RESPONSIBILITIES

1. Responsible to the President of the Regina Fish and Game League for:
 - a. Ensuring the pheasant program continues to grow with the financial assistance and help from the directors and members of RF&G League
 - b. Assist the President or fellow Directors in their duties to ensure that the programs and policies of the Regina Fish and Game league are successfully carried out whenever possible;
 - c. To increase awareness/membership by promoting the League and not to bring discredit by words or actions when acting on its behalf;
 - d. To maintain budgetary and fiscal controls, using accepted accounting procedures, and to provide a balanced budget report at yearend or when requested to do so;
 - e. To carry out the duties of Director in a competent, professional manner while respecting the opinions of views expressed by others;
 - f. To maintain control of all equipment that maybe used by this Directorship and/or its sub-committee;
 - g. To inform the president, in a timely manner, if unable to continue on as Director and make effort to find a replacement prior to stepping down;

REGINA FISH AND GAME LEAGUE

TERMS OF REFERENCE

DIRECTORSHIP: PISTOL CLUB

RESPONSIBLE TO: PRESIDENT AND BOARD OF DIRECTORS OF THE REGINA FISH AND GAME LEAGUE

RESPONSIBLE FOR: R.F.&G.L. PISTOL CLUB ACTIVITIES

GENERAL STATEMENT OF DUTIES:

Also responsible to the Pistol Club members of the R.F.&G.L. and to liaise with the Regina Allied Gun Association, Chief Firearms Office of Saskatchewan and other Pistol clubs in Regina.

VISION STATEMENT:

To maintain and increase a membership that consists of responsible restricted firearms users.

OPERATING BUDGET: **YES / NO**

AMOUNT: \$ 1000.00

STATEMENT OF RESPONSIBILITIES

1. Responsible to the President of the Regina Fish and Game League for:
 - a. Assist the President or fellow Directors in their duties to ensure that the programs and policies of the Regina Fish and Game league are successfully carried out whenever possible;
 - b. To increase awareness/membership by promoting the League and not to bring discredit by words or actions when acting on its behalf;
 - c. To maintain budgetary and fiscal controls, using accepted accounting procedures, and to provide a balanced budget report at yearend or when requested to do so;
 - d. To carry out the duties of Director in a competent, professional manner while respecting the opinions of views expressed by others;
 - e. To maintain control of all equipment that maybe used by this Directorship and/or its sub-committee;
 - f. To inform the president, in a timely manner, if unable to continue on as Director and make effort to find a replacement prior to stepping down;

- g. To ensure membership has the appropriate paperwork to use Pistol Club facilities;
- h. To instruct any members who wants to get involved in pistol shooting
- i. To act as Range Officer or to appoint one as necessary
- j. To assist in maintaining the indoor and outdoor ranges in good/clean condition;
- k. Sell Pistol Club Memberships/renewals in addition to RF&G League memberships

REGINA FISH AND GAME LEAGUE

TERMS OF REFERENCE

DIRECTORSHIP: PRESIDENT

RESPONSIBLE TO: BOARD OF DIRECTORS

RESPONSIBLE FOR: CONDUCTING THE BUSINESS OF THE REGINA FISH & GAME LEAGUE IN ACCORDANCE WITH THE CONSTITUTION AND BY-LAWS OF THE LEAGUE

GENERAL STATEMENT OF DUTIES:

Act as chair of meetings related to the business of the Regina Fish & Game League such as but not limited to the monthly Board of Directors Meetings

VISION STATEMENT:

To ensure the continuance and growth of the Regina Fish & Game League by ensuring those objectives as laid down in our Constitution are achievable.

OPERATING BUDGET: YES / **NO** **AMOUNT: \$** _____

STATEMENT OF RESPONSIBILITIES

1. Responsible to the Board of Directors of the Regina Fish & Game League for:
 - a. To ensure the Constitution and By-Laws are maintained;
 - b. To chair the monthly Board of Directors Meetings;
 - c. To assist each Director in the conducting of the business related to their office when required;
 - d. To maintain budgetary and fiscal controls, using acceptable accounting procedures, and to provide a balanced budget report yearend or when requested to do so;
 - e. To provide those Directors whose attendance is not in compliance with the by-laws a written letter outlining the League position

REGINA FISH AND GAME LEAGUE

TERMS OF REFERENCE

DIRECTORSHIP: PROJECTS

RESPONSIBLE TO: PRESIDENT AND BOARD OF DIRECTORS OF THE REGINA FISH AND GAME LEAGUE

RESPONSIBLE FOR: IDENTIFYING SUITABLE PROJECTS

GENERAL STATEMENT OF DUTIES:

To look for projects that would benefit Saskatchewan wildlife and fisheries

VISION STATEMENT:

To support any worthwhile project that provides long term benefit and enjoyment, while supporting the aims and goals of the RF&G League

OPERATING BUDGET: YES / **NO** **AMOUNT: \$** _____

STATEMENT OF RESPONSIBILITIES

1. Responsible to the President of the Regina Fish and Game League for:
 - a. To actively look for suitable projects that the RF&G League can support
 - b. If a suitable project is identified it will be brought up at the next directors meeting for discussion, where a decision will be made to either support or not support the project
 - c. Assist the President or fellow Directors in their duties to ensure that the programs and policies of the Regina Fish and Game league are successfully carried out whenever possible;
 - d. To increase awareness/membership by promoting the League and not to bring discredit by words or actions when acting on its behalf;
 - e. To maintain control of all equipment that maybe used by this Directorship and/or its sub-committee;
 - f. To maintain budgetary and fiscal controls, using accepted accounting procedures, and to provide a balanced budget report at yearend or when requested to do so;
 - g. To carry out the duties of Director in a competent, professional manner while respecting the opinions of views expressed by others;

- h. To inform the president, in a timely manner, if unable to continue on as Director and make effort to find a replacement prior to stepping down;

REGINA FISH AND GAME LEAGUE

TERMS OF REFERENCE

DIRECTORSHIP: PUBLIC RELATIONS AND SOCIAL MEDIA

RESPONSIBLE TO: PRESIDENT AND BOARD OF DIRECTORS OF THE REGINA FISH AND GAME LEAGUE

RESPONSIBLE FOR: PUBLIC RELATIONS AND SOCIAL MEDIA

GENERAL STATEMENT OF DUTIES:

Responsible for all public relations activities related to the RF&G League On behalf of the RF&G League Board of Directors. Closely monitor social media and its platforms to ensure transparency, upon Board approval, with all members and the public.

VISION STATEMENT:

To ensure the aims and goals of the RF&G League are identified to the public whenever the opportunity presents itself and approved by the Board

OPERATING BUDGET: YES / **NO** **AMOUNT: \$** _____

STATEMENT OF RESPONSIBILITIES

1. Responsible to the President of the Regina Fish and Game League for:
 - a. Ensure the RF&G League has a venue booked, from September to June, for monthly director meetings and AGM
 - b. As a representative of the RF&G League attend other organizations/clubs meetings or social events and to report back to the directors
 - c. Assist the President or fellow Directors in their duties to ensure that the programs and policies of the Regina Fish and Game league are successfully carried out whenever possible;
 - d. To increase awareness/membership by promoting the League and not to bring discredit by words or actions when acting on its behalf;
 - e. To maintain budgetary and fiscal controls, using accepted accounting procedures, and to provide a balanced budget report at yearend or when requested to do so;
 - f. To carry out the duties of Director in a competent, professional manner while respecting the opinions of views expressed by others;

- g. To inform the president, in a timely manner, if unable to continue on as Director and make effort to find a replacement prior to stepping down;

REGINA FISH AND GAME LEAGUE

TERMS OF REFERENCE

DIRECTORSHIP: RANGE MAINTENANCE

RESPONSIBLE TO: PRESIDENT AND BOARD OF DIRECTORS OF THE REGINA FISH AND GAME LEAGUE

RESPONSIBLE FOR: GENERAL UPKEEP/MAINTANANCE OF THE CONDIE RANGE

GENERAL STATEMENT OF DUTIES:

Ensure that the range is maintained to a high standard and operated in a safe manner. To cooperate with outside agencies to ensure the range meets all licensing/regulatory requirements to ensure safe operation.

VISION STATEMENT:

To maintain our “no blue sky” status, which will ensure the range will continue to operate successfully in the years to come.

OPERATING BUDGET: YES / NO AMOUNT: \$ max.5000.00per year for general range maintenance. In addition, depending on projects (i.e. no blue sky effect) or ongoing maintenance to buildings/grounds additional funding maybe required on a case by case basis. All credit card use to be reviewed by the board at each monthly meeting.

STATEMENT OF RESPONSIBILITIES

1. Responsible to the President of the Regina Fish and Game League for:
 - a. Educate fellow directors to act as range officers;
 - b. Ensure the safety of all users while using range facilities;
 - c. Ensure range equipment is maintained in good working order;
 - d. Ensure that the targets stands/backer boards are replaced as required, and that backstops are maintained properly to ensure correct operation;
 - e. Ensure range property is accessible for use all year around as much as possible. This to include grass mowing/snow removal as required;
 - f. Collect sign in sheets and to follow-up/investigate any unsafe or unlawful acts that occurred on the range via personal observation, video evidence or that has been brought to their attention otherwise;
 - g. Act as range master/officer when require to do so

- h. Meet with government, federal or municipal, officials to ensure that the range continues to meet or exceed all regulations and that the range remains in good standing with its surrounding neighbours;
- i. Assist the President or fellow Directors in their duties to ensure that the programs and policies of the Regina Fish and Game league are successfully carried out whenever possible;
- j. To increase awareness/membership by promoting the League and not to bring discredit by words or actions when acting on its behalf;
- k. To maintain control of all equipment that maybe used by this Directorship and/or its sub-committee;
- l. To maintain budgetary and fiscal controls, using accepted accounting procedures, and to provide a balanced budget report at yearend or when requested to do so;
- m. To carry out the duties of Director in a competent, professional manner while respecting the opinions of views expressed by others;
- n. To inform the president, in a timely manner, if unable to continue on as Director and make effort to find a replacement prior to stepping down;

REGINA FISH AND GAME LEAGUE

TERMS OF REFERENCE

DIRECTORSHIP: SECRETARY

RESPONSIBLE TO: PRESIDENT AND BOARD OF DIRECTORS OF THE REGINA FISH AND GAME LEAGUE

RESPONSIBLE FOR: ADMINISTRATIVE DUTIES

GENERAL STATEMENT OF DUTIES:

Maintain and record the minutes/ roll call of the monthly club meetings. In addition, to ensure the previous meeting minutes are distributed prior to the next directors meeting. To ensure the Annual report is completed and the list of Directors is current and to provide the names of those Directors who have missed three or more meetings without cause to the President.

VISION STATEMENT:

To maintain accurate club records and to ensure the operation of the Regina Fish and Game League is conducted according to accepted standards and in compliance with the Constitution and By-laws.

OPERATING BUDGET: **YES / NO** **AMOUNT: \$** **500.00**

STATEMENT OF RESPONSIBILITIES

1. Responsible to the President of the Regina Fish and Game League for:
 - a. To record and maintain the minutes of the league monthly, annual or other meetings as required;
 - b. To attend monthly meetings of the Board of Directors in accordance with the Constitution (Para 7) and By-laws (Para 4);
 - c. To present the previous months minutes to the Board of Directors for the approval prior to the next scheduled Directors meeting;
 - d. To maintain a list of Directors in attendance by conducting a roll call at the commencement of each meeting;
 - e. Assist the President or fellow Directors in their duties to ensure that the programs and policies of the Regina Fish and Game league are successfully carried out whenever possible;
 - f. To increase awareness/membership by promoting the League and not to bring discredit by words or actions when acting on its behalf;

- g. To maintain control of all equipment that maybe used by this Directorship and/or its sub-committee;
- h. To maintain budgetary and fiscal controls, using accepted accounting procedures, and to provide a balanced budget report at yearend or when requested to do so;
- i. To carry out the duties of Director in a competent, professional manner while respecting the opinions of views expressed by others;
- j. To inform the president, in a timely manner, if unable to attend a meeting and to find a replacement;
- k. To inform the president, in a timely manner, if unable to continue on as Director and make effort to find a replacement prior to stepping down;

REGINA FISH AND GAME LEAGUE

TERMS OF REFERENCE

DIRECTORSHIP: SOCIAL

RESPONSIBLE TO: PRESIDENT AND BOARD OF DIRECTORS OF THE REGINA FISH AND GAME LEAGUE

RESPONSIBLE FOR: ORGANIZING SOCIAL EVENTS AND MEETINGS

GENERAL STATEMENT OF DUTIES:

Primary duties is to organize the getting of prizes, entertainment, and providing snacks for directors meetings, social events (range day, pumpkin shoot) and organizing the directors social.

VISION STATEMENT:

To ensure that social events are a positive experience for all directors and members and to be enjoyed by all who attend

OPERATING BUDGET: YES / ☐ NO AMOUNT: \$ _____

Approved by Board when needed _____

STATEMENT OF RESPONSIBILITIES

1. Responsible to the President of the Regina Fish and Game League for:
 - a. Ensuring that there is enough volunteers in place, to assist in running any event that is planned for
 - b. Ensure that hall is opened prior to the start of the directors meetings and that coffee/snacks are provided
 - c. Organize a director's supper once a year that can be used to recognize/award those directors for their time and volunteerism above and beyond their normal duties
 - d. Assist the President or fellow Directors in their duties to ensure that the programs and policies of the Regina Fish and Game league are successfully carried out whenever possible;
 - e. To increase awareness/membership by promoting the League and not to bring discredit by words or actions when acting on its behalf;
 - f. To maintain control of all equipment that maybe used by this Directorship and/or its sub-committee;
 - g. To maintain budgetary and fiscal controls, using accepted accounting procedures, and to provide a balanced budget report at yearend or when requested to do so;
 - h. To carry out the duties of Director in a competent, professional manner while respecting the opinions of views expressed by others;
 - i. To inform the president, in a timely manner, if unable to continue on as Director and make effort to find a replacement prior to stepping down;

REGINA FISH AND GAME LEAGUE

TERMS OF REFERENCE

DIRECTORSHIP: TRAP

RESPONSIBLE TO: PRESIDENT AND BOARD OF DIRECTORS OF THE REGINA FISH AND GAME LEAGUE

RESPONSIBLE FOR: TRAP SHOOTING

GENERAL STATEMENT OF DUTIES:

To conduct all trap shooting activities in a safe and efficient manner. To ensure that the equipment used is kept in proper working order

VISION STATEMENT:

To promote and maintain an interest in Trap Shooting

OPERATING BUDGET: **YES / NO** **AMOUNT: \$** **1500.00**

STATEMENT OF RESPONSIBILITIES

1. Responsible to the President of the Regina Fish and Game League for:
 - a. To ensure trap shooting activities are conducted according to the Regina Fish and Game League rules and regulations
 - b. To ensure that there is a sufficient amount of clay targets on hand prior to each shooting event
 - c. To ensure the trap machine is in proper working order at all times
 - d. Assist the President or fellow Directors in their duties to ensure that the programs and policies of the Regina Fish and Game league are successfully carried out whenever possible;
 - e. To increase awareness/membership by promoting the League and not to bring discredit by words or actions when acting on its behalf;
 - f. To maintain control of all equipment that maybe used by this Directorship and/or its sub-committee;
 - g. To maintain budgetary and fiscal controls, using accepted accounting procedures, and to provide a balanced budget report at yearend or when requested to do so;
 - h. To carry out the duties of Director in a competent, professional manner while respecting the opinions of views expressed by others;
 - i. To inform the president, in a timely manner, if unable to continue on as Director and make effort to find a replacement prior to stepping down;

REGINA FISH AND GAME LEAGUE

TERMS OF REFERENCE

DIRECTORSHIP: TREASURER

RESPONSIBLE TO: PRESIDENT AND BOARD OF DIRECTORS OF THE REGINA FISH AND GAME LEAGUE

RESPONSIBLE FOR: THE FISCAL MANAGEMENT OF THE CLUB

GENERAL STATEMENT OF DUTIES:

Ensure that all fiscal duties, relating to club business, are carried out in a responsible and timely manner.

VISION STATEMENT:

To provide fiscal oversight and reason if and when required, so that the club can continue to operate successfully in future years.

OPERATING BUDGET: YES / NO AMOUNT: \$ _____

STATEMENT OF RESPONSIBILITIES

1. Responsible to the President of the Regina Fish and Game League for:
 - a. If possible, to attend all monthly meetings and present to the Board of Directors monthly financial reports and/or other financial business as required;
 - b. With Corporations Branch, to file the club's non-profit return along with the accountant statement in April of each year;
 - c. With Sask. Lotteries to file and return along with copies of bills which total greater than the monies received from Sask Lotteries every March;
 - d. With Corporations Branch file non-profit registration each December;
 - e. To inform the Board of Directors if money is available to support projects that the club is interested in sponsoring or wanting to provide fiscal support to;
 - f. If required, ensure that the budget of other directors are being used as allocated, with each director maintaining proper fiscal controls;
 - g. Assist the President or fellow Directors in their duties to ensure that the programs and policies of the Regina Fish and Game league are successfully carried out whenever possible;
 - h. To increase awareness/membership by promoting the League and not to bring discredit by words or actions when acting on its behalf;
 - i. To maintain control of all equipment that maybe used by this Directorship and/or its sub-committee;

- j. To maintain budgetary and fiscal controls, using accepted accounting procedures, and to provide a balanced budget report at yearend or when requested to do so;
- k. To carry out the duties of Director in a competent, professional manner while respecting the opinions of views expressed by others;
- l. To inform the president, in a timely manner, if unable to continue on as Director and make effort to find a replacement prior to stepping down;

REGINA FISH AND GAME LEAGUE

TERMS OF REFERENCE

DIRECTORSHIP: TROPHY

RESPONSIBLE TO: PRESIDENT AND BOARD OF DIRECTORS OF THE REGINA FISH AND GAME LEAGUE

RESPONSIBLE FOR: GAME SCORING AND AWARDING TROPHIES

GENERAL STATEMENT OF DUTIES:

To ensure game submitted by RF&GL members are scored correctly and awards presented for each category, as required, in May

VISION STATEMENT:

By recognizing deserving members each year it will encourage friendly competition within the membership and increased involvement in outdoor activities

OPERATING BUDGET: YES / **NO** **AMOUNT: \$** _____

STATEMENT OF RESPONSIBILITIES

1. Responsible to the President of the Regina Fish and Game League for:
 - a. To organize the RF&GL Big Buck Night for scoring membership trophies
 - b. Responsible to update the scoring computer when scoring sheets are completed at the Big Buck Night or when submitted throughout the year
 - c. Ensuring that scorers are qualified and are available to score at the Big Buck Night or at other locations when called upon and that they have the necessary equipment to complete their scoring duties
 - d. Ensure all winners are notified in time for presentation at the Trophy Banquet
 - e. Ensuring all trophies are collected with the current winners added to each trophy as required, in time for the start of May
 - f. Ensure all trophies are maintained in a presentable condition and are upgraded or replaced as required
 - g. Submit reports for the club bulletins and AGM as required

- h. Assist the President or fellow Directors in their duties to ensure that the programs and policies of the Regina Fish and Game league are successfully carried out whenever possible;
- i. To increase awareness/membership by promoting the League and not to bring discredit by words or actions when acting on its behalf;
- j. To maintain control of all equipment that maybe used by this Directorship and/or its sub-committee;
- k. To maintain budgetary and fiscal controls, using accepted accounting procedures, and to provide a balanced budget report at yearend or when requested to do so;
- l. To carry out the duties of Director in a competent, professional manner while respecting the opinions of views expressed by others;
- m. To inform the president, in a timely manner, if unable to continue on as Director and make effort to find a replacement prior to stepping down;

REGINA FISH AND GAME LEAGUE

TERMS OF REFERENCE

DIRECTORSHIP: 1st VICE PRESIDENT

RESPONSIBLE TO: PRESIDENT AND BOARD OF DIRECTORS OF THE REGINA FISH AND GAME LEAGUE

RESPONSIBLE FOR: CARRYING OUT THE DUTIES OF THE PRESIDENT IN HIS/HER ABSCENCE

GENERAL STATEMENT OF DUTIES:

Assist the President and Board of Directors in the operation of the RF&GL, in accordance with its Constitution and By-laws.

VISION STATEMENT:

To maintain continuity to the board of the RF&GL

OPERATING BUDGET: YES / NO AMOUNT: \$ _____

STATEMENT OF RESPONSIBILITIES

1. Responsible to the President of the Regina Fish and Game League for:
 - a. Assist the President or fellow Directors in their duties to ensure that the programs and policies of the Regina Fish and Game league are successfully carried out whenever possible;
 - b. To increase awareness/membership by promoting the League and not to bring discredit by words or actions when acting on its behalf;
 - c. To carry out the duties of Vice-President in a competent, professional manner while respecting the opinions of views expressed by others;
 - d. To inform the president, in a timely manner, if unable to continue on as Vice-President and make effort to find a replacement prior to stepping down;

REGINA FISH AND GAME LEAGUE

TERMS OF REFERENCE

DIRECTORSHIP: 2nd VICE PRESIDENT

RESPONSIBLE TO: PRESIDENT AND BOARD OF DIRECTORS OF THE REGINA FISH AND GAME LEAGUE

RESPONSIBLE FOR: CARRYING OUT THE DUTIES OF THE PRESIDENT IN HIS/HER ABSCENCE

GENERAL STATEMENT OF DUTIES:

Assist the President and Board of Directors in the operation of the RF&GL, in accordance with its Constitution and By-laws.

VISION STATEMENT:

To maintain continuity to the board of the RF&GL

OPERATING BUDGET: YES / **NO** **AMOUNT: \$** _____

STATEMENT OF RESPONSIBILITIES

1. Responsible to the President of the Regina Fish and Game League for:

- a. Assist the President or fellow Directors in their duties to ensure that the programs and policies of the Regina Fish and Game league are successfully carried out whenever possible;
- b. To increase awareness/membership by promoting the League and not to bring discredit by words or actions when acting on its behalf;
- c. To carry out the duties of Vice-President in a competent, professional manner while respecting the opinions of views expressed by others;
- d. To inform the president, in a timely manner, if unable to continue on as Vice-President and make effort to find a replacement prior to stepping down;

REGINA FISH AND GAME LEAGUE

TERMS OF REFERENCE

DIRECTORSHIP: WILDLIFE ADVISORY COMMITTEE (WAC)

RESPONSIBLE TO: PRESIDENT AND BOARD OF DIRECTORS OF THE REGINA FISH AND GAME LEAGUE

RESPONSIBLE FOR: WAC ACTIVITIES AND BACK UP DIRECTOR

GENERAL STATEMENT OF DUTIES:

To attend bi-annual meetings and to bring forward the opinions of the RF&G League directors and membership

VISION STATEMENT:

To ensure the opinions of the RF&G League, and its members, are heard at the provincial level

OPERATING BUDGET: YES / **NO** **AMOUNT: \$** _____

STATEMENT OF RESPONSIBILITIES

1. Responsible to the President of the Regina Fish and Game League for:
 - a. Either the primary or back up director to attend meetings of the WAC when scheduled
 - b. Ensure the backup director has all the information needed prior to each meeting if the primary director is unable to attend
 - c. Ensure the Directors, and membership if possible, are made aware of proposals put out by the WAC and to get their feedback to present at the WAC meeting on behalf of the RF&G League and its members
 - d. Assist the President or fellow Directors in their duties to ensure that the programs and policies of the Regina Fish and Game league are successfully carried out whenever possible;
 - e. To increase awareness/membership by promoting the League and not to bring discredit by words or actions when acting on its behalf;
 - f. To maintain control of all equipment that maybe used by this Directorship and/or its sub-committee;
 - g. To ensure that all members of the sub-committee are kept informed of any developments/concerns that may affect events being conducted;
 - h. To maintain budgetary and fiscal controls, using accepted accounting procedures, and to provide a balanced budget report at yearend or when requested to do so;

- i. To carry out the duties of Director in a competent, professional manner while respecting the opinions of views expressed by others;
- j. To inform the president, in a timely manner, if unable to continue on as Director and make effort to find a replacement prior to stepping down;

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REGINA FISH AND GAME LEAGUE

TERMS OF REFERENCE

DIRECTORSHIP: BENCH REST

RESPONSIBLE TO: PRESIDENT AND BOARD OF DIRECTORS OF THE REGINA FISH AND GAME LEAGUE

RESPONSIBLE FOR: BENCH ACTIVITIES

GENERAL STATEMENT OF DUTIES:

To create an interest in the Bench Rest discipline, to organize shooting competitions and maintaining equipment

VISION STATEMENT:

To assist people interested in Bench Rest shooting by developing their skills and equipment.

OPERATING BUDGET: YES / NO AMOUNT: \$ _____

STATEMENT OF RESPONSIBILITIES

1. Responsible to the President of the Regina Fish and Game League for:
 - a. To increase and promote an interest in bench rest shooting
 - b. To ensure all shooting competitions, either local or national, are conducted in a safe and efficient manner and in accordance with all applicable rules and regulations in place at the time
 - c. Assist the President or fellow Directors in their duties to ensure that the programs and policies of the Regina Fish and Game League are successfully carried out whenever possible.
 - d. To increase awareness/membership by promoting the League and not to bring discredit by words or actions when acting on its behalf;
 - e. To maintain control of all equipment that maybe used by this Directorship and/or its sub-committee;

- f. To maintain budgetary and fiscal controls, using accepted accounting procedures, and to provide a balanced budget report at yearend or when requested to do so;
- g. To carry out the duties of Director in a competent, professional manner while respecting the opinions or views expressed by others;
- h. To inform the President, in a timely manner, if unable to continue on as Director and make effort to find a replacement prior to stepping down;

REGINA FISH AND GAME LEAGUE

TERMS OF REFERENCE

DIRECTORSHIP: BLACK POWDER DIRECTOR

RESPONSIBLE TO: PRESIDENT AND BOARD OF DIRECTORS OF THE REGINA FISH AND GAME LEAGUE

RESPONSIBLE FOR: BLACK POWDER ACTIVITIES

GENERAL STATEMENT OF DUTIES:

The Black Powder Director is responsible to members of the Regina Fish and Game League who participate in Black powder activities.

VISION STATEMENT:

To maintain a high level of interest in Black Powder activities by promoting black powder shooting/hunting as an activity enjoyed for its simplicity and sportsmanship

OPERATING BUDGET: YES / NO AMOUNT: \$ _____

STATEMENT OF RESPONSIBILITIES

1. Responsible to the President of the Regina Fish and Game League for:
 - d. To ensure that all black powder activities held at the Condie Range are conducted in a safe manner according to the rules and regulations set out by the League or other governing agencies;
 - e. To promote an interest in Black Powder shooting activities by Fish and Game members through the submission of relevant articles in every bulletin;
 - f. Assist the President or fellow Directors in their duties to ensure that the programs and policies of the Regina Fish and Game League are successfully carried out whenever possible.
 - g. To increase awareness/membership by promoting the League and not to bring discredit by words or actions when acting on its behalf;
 - h. To maintain control of all equipment that maybe used by this Directorship and/or its sub-committee;
 - i. To maintain budgetary and fiscal controls, using accepted accounting procedures, and to provide a balanced budget report at yearend or when requested to do so;

- j. To carry out the duties of Director in a competent, professional manner while respecting the opinions or views expressed by others;
- k. To inform the President, in a timely manner, if unable to continue on as Director and make effort to find a replacement prior to stepping down;

REGINA FISH AND GAME LEAGUE

TERMS OF REFERENCE

DIRECTORSHIP: FISHERIES

RESPONSIBLE TO: PRESIDENT AND BOARD OF DIRECTORS OF THE REGINA FISH AND GAME LEAGUE

RESPONSIBLE FOR: IDENTIFYING PROJECTS AIDING FISHERIES

GENERAL STATEMENT OF DUTIES:

To identify projects or other matters that might benefit or adversely affect our fisheries

VISION STATEMENT:

To support worthwhile projects that incorporate the aims and goals of the RF&G League

OPERATING BUDGET: YES / NO AMOUNT: \$

STATEMENT OF RESPONSIBILITIES

1. Responsible to the President of the Regina Fish and Game League for:
 - a. To be involved with the organizing or running the Last Mountain Fishing Walleye Classic
 - b. Assist the President or fellow Directors in their duties to ensure that the programs and policies of the Regina Fish and Game league are successfully carried out whenever possible
 - c. To increase awareness/membership by promoting the League and not to bring discredit by words or actions when acting on its behalf;
 - d. To maintain control of all equipment that maybe used by this Directorship and/or its sub-committee;
 - e. To maintain budgetary and fiscal controls, using accepted accounting procedures, and to provide a balanced budget report at yearend or when requested to do so;
 - f. To carry out the duties of Director in a competent, professional manner while respecting the opinions or views expressed by others;
 - g. To inform the President, in a timely manner, if unable to continue on as Director and make effort to find a replacement prior to stepping down