

OHA: Charter Master Shared Responsibilities

This is a "DRAFT" copy of the Charter Master Responsibilities that depicts how the work could be distributed across the club members. The Board wanted to provide a copy to the members for review and input. The plan is to finalize it and release it at the 1st 2019 Angler's Meeting. Please send any inputs/feedback to the Board members via email for consideration.

Charter Master: Responsibility or Activities Required	Charter Master	Admin (Secretary)	Trip Designee*	Board of Directors
Elected annually in OHA officer election				X
Serves as voting member of OHA board.				X
Determine Jackpot rules and communicate with members				X
Develop fishing trip calendar & schedules the Club trips for the year along with Club President, Board, and Club.	X	X		X
Develop member & guest price for each trip that includes the charter cost, trip, & meals when necessary on overnight and longer trips.	X			X
Develop & maintain friendly relationship with boat Captains and Seaforth Sportfishing	X	X		
Take individual member concerns to Captain of boat.	X			
Work out details of the trip with boat Captain and share with members	X			
Negotiate contracts, dates, & length for trips with boat Captains and landing.	X	X		
Share with club prior to the trip any necessary information about trip, tackle, weather or any other significant information about the trip	X			
Post sign up list and bunk map on boat & assist members as necessary			X	
Prepare Manifest & other necessary documents for each trip and share with Seaforth Landing and crew.		X**	X	
Work with Captain on when members may board boat.			X	
Award jackpot money and pin on trip & assist crew as necessary in determining jackpot winner.			X	

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Responsible for tip receipt form for crew tip on each trip.			X	
Report trip results at subsequent OHA Monthly Meeting.			X	
Coordinate Trolling Rotations and if necessary fishing rotations on boat during trip.			X	
Writes the Charter Master report for the monthly Club newsletter		X		
Develop & maintain sign up sheets, bunk assignments, and carpool list		X		
Develop times of leaving and returning of trips & share with trip members.		X		
Prepares Liability /Release/Waiver & gets signatures on form for each trip.		X		
Keep track of & record on manifest current Mexican Fishing Permits for those on trips		X		
Develop Email list for each trip & communicate information in a timely fashion about the trip to anglers going.		X		
Inform alternates when a space for them comes available on the trip		X		
Provide pins to Trip Designee for each trip.		X		
Prepare & manage signup sheets & other paperwork in the OHA folder at the Front Desk in the Clubhouse.		X		
Manage member & guest checks for each trip and give checks to Treasurer for deposit prior to the trip		X		
Prepares annual summary of trips		X		

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<p><i>* Each trip will have a designee to represent the club as that trips Point of Contact for Charter Master related activities on the trip.</i></p> <p><i>** The secretary does not have to be on the trip.</i></p>				