

# OFFICERS DUTIES and RESPONSIBILITIES - BRIEF

## Ogden Amateur Radio Club (OARC) *501(C7) Non-Profit, Non-Charity Corporation*

The **PRESIDENT** presides over all Executive Board meetings, Club Meetings and Club Activities, unless delegated to another Elected Officer, and provides over-all guidance and leadership for the Club. The President will reserve meeting venue location space for all in-person meetings. The President is also expected to contribute an article to the Club's newsletter each month in a timely manner.

The **PRESIDENT** will also make initial contact with the Golden Spike Park authorities regarding OARCs presence at the Golden Spike Special Event each year.

The **PRESIDENT** also presides over all volunteer operations (see below).

The **VICE PRESIDENT** will assist the President as needed in the Club leadership and presides in the absence of the President. The Vice President is responsible for the Club's Education and Training programs and will represent the Executive Board in arranging class locations, designating instructors and coordinating training programs including coordination with VE Test Sessions.

The **SECRETARY** will take minutes at each Executive Board meeting and distribute them to the Executive Board members and Webmaster in a timely manner. The Secretary will also head the Elections Nominating Committee for the Club each year.

The **TREASURER** will maintain the Club financial records database. A quarterly financial status report will be published at the end of each fiscal quarter and presented at the Executive Board meetings as determined by the Club President and distributed to all Executive Board members and Webmaster. The Treasurer will also maintain a Club bank checking account, debit cards and a post office box.

The **PROGRAM DIRECTOR** will be responsible for the regular meetings and programs held in-house on 3<sup>rd</sup> Saturday mornings in Oct, Nov, Jan, Feb, Mar, Apr, and optionally May. Plan, organize and schedule topics, presenters or activities for all internal club meetings. Notify the Webmaster and Newsletter editor each month as to the proposed agenda items.

The **ACTIVITIES DIRECTOR** will be responsible for external social and recreational activities and events, which include Golden Spike (May), Field Day (June), "T"-Hunt (July), Steak Fry (August) and Christmas Family Dinner (December). September is usually a joint club Swap Meet with DCarc. Plan and organize venue reservations, purchases and delivery of food, drink and necessary appliances (radio stations, antennas, BBQ grills, etc.) for all external club activities. Solicit and recruit as much help as deemed necessary to be successful.

### Note:

The OARC Board is comprised of the 6 elected officers plus board advisors (past presidents) plus all OARC volunteers. See below...

## **OARC Volunteer Operations:**

10m Net Control -  
Antenna Manager –  
Assistant Photographer -  
Badge Manager –  
Club Call Sign (W7SU) Trustee –  
Club Elmer –  
Club Technical Support –  
Equipment Loan Program -  
Equipment Manager -  
FD Log Manager -  
Ham & Eggs Breakfast Coordinator –  
Ham & Eggs Net Control -  
Ham & Eggs Net Control –  
Ham & Eggs Net Control –  
Historian –  
Photographer –  
QRZ Manager –  
QSL Manager –  
Repeater Engineer –  
Repeater Engineer –  
Social Media Manager -  
YouTube Videos -  
VE (Liaison) Operations –  
VE (Assistant) –  
VE (IT) –

Newsletter Editor (monthly) –  
Webmaster (OARC.org, W7G.org, W7SU@QRZ.com, W7G@QRZ.com) -  
Postmaster (w7su@arrl.net) -  
Membership Clerk -

## **Executive Operations Manager:**

Marriott-Slaterville City – Marriott Park reservations for Outdoor events, FD & SF (January)  
ARRL - club affiliation status update (February)  
QST – special event publication notice for Golden Spike Special Event Station (February)  
ARRL - request W7G callsign for Golden Spike Special Event Station (February)  
QRZ.com – W7G callsign configuration for Golden Spike Special Event Station (February)  
ARRL - club liability insurance filing (March)  
GoDaddy - Website domain registrations (April)  
NOIP – OARC website POP3 outgoing email server registration (April)  
IRS - non-profit corporation 990-N financial status filing (May)  
ARRL – FD site locator (June)  
State of Utah - 501(c7) corporation registration filing (November)

OARC By-Laws document (occasional-seldom updates – on going)  
OARC – Duties and Responsibilities document (updates – on going)  
Cloud – Website, eMail and Membership Data Base server operations and management (on going)  
ARRL –OARC forwarding email (w7su@arrl.net) configuration (on going)  
PayPal Account - club membership and new badge payments (on going)  
OARC – Wells Fargo debit card (on going)