

# BRIEF - OFFICERS DUTIES and RESPONSIBILITIES

## 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 is responsible for the Club call sign W7SU but should assign a Club Call Sign Trustee. The President may also assign a Club volunteer to manager ARRL club affiliation management and Golden Spike preparations.

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 treasurer will facilitate repeater auto-patch phone line charges and reimbursements from WCEM.

The Treasurer will file a corporation financial status with the IRS each spring and file a 501(C7) non-profit corporation renewal with the State of Utah each fall. These tasks may be delegated to another Club member volunteer.

The treasurer will also coordinate Club member Badge orders. This task may be delegated to another Club member volunteer.

The Treasurer is responsible for maintaining the Club membership database records including member join/renewals. This task should be delegated to the Club Membership Clerk volunteer.

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, Field Day, "T"-Hunt, Steak Fry and Christmas Family Dinner. 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.