**Wabash Valley Amateur Radio Association, Inc.**

**Officers Duties & Responsibilities**

This document lists the duties of each elected officer as specified in the WVARA Bylaws and expands upon them with specific responsibilities and required actions pertaining to their respective office.

**President**

The President shall have the following duties *[WVARA Bylaws, ARTICLE II, Section I]*:

1. Preside at all meetings of the Association and its Executive Board.
2. Appoint committees from time to time as the need for them arises.
3. Temporarily fill vacancies in offices by appointing an interim replacement, subject to approval by the Executive Board. Any such interim appointment must be ratified by the membership at the next regularly scheduled general meeting and may be extended on a month-by-month basis by vote of the membership each general meeting thereafter until a replacement is elected.
4. Permanently fill vacancies in the offices by recommending a replacement to the Executive Board for approval. The replacement will take office upon election by the membership at the next regularly scheduled meeting. Nominations from the floor will be accepted at this meeting and a ballot vote taken if necessary.
5. Appoint nominations committee chairperson.
6. Perform all other duties pertaining to the office.

Additional duties & responsibilities:

1. Ensure that all officers and appointees are fulfilling their responsibilities.
2. Appoint required committees.
	* Audit Committee
		+ Appointed in January.
		+ Consists of President, Treasurer, & 2 members not on Executive Board.
		+ Presents report at February meeting.
	* Brentlinger Award Committee
		+ Appointed in January.
		+ Consists of 3 members holding at least 2 different classes of license.
	* Nominating Committee
		+ Appointed in September or October.
		+ Presents report at November meeting.
3. Appoint chairman for optional committees.
	* Education Committee.
	* Equipment Maintenance Committee.
	* Field Day Committee
	* Hamfest Committee
	* Planning Committee
	* RFI Committee
4. Appoint club management positions.
	* Bandspread Editor
	* Club Station Manager
	* Net Manager
	* VE Team Leader
	* Webmaster

**Vice-President**

The Vice-President shall have the following duties *[WVARA Bylaws, ARTICLE II, Section II]*:

1. Assume the duties of the President during his absence.
2. Be responsible for making program arrangements.
3. Arrange for the induction of all new members.
4. Provide for the welcoming of all visitors.
5. Perform all other duties pertaining to the office.

Additional duties & responsibilities:

1. Together with the Trustee is responsible for conducting background checks on new members.

**Secretary**

The Secretary shall have the following duties *[WVARA Bylaws, ARTICLE II, Section III]*:

1. Take and maintain minutes of all meetings.
2. Prepare and mail notices of all meetings.
3. Give notification of dues payable through *The Bandspread*.
4. Maintain an active membership list and publish same in the March issue of *The* *Bandspread*.
5. File all reports necessary to keep the Association in good standing with the ARRL.
6. Notify the ARRL and the IRCC of the newly elected officers immediately after the election at the December meeting.
7. Be the alternate custodian of the safety deposit box.
8. Perform all other duties pertaining to the office.

Additional duties & responsibilities:

1. Prepare an attendance roster for each general meeting.
2. Update the club information on the ARRL website in January of each year.
3. File the Special Services Club application with the ARRL every 2 years.
	* January of odd-numbered years.

**Treasurer**

The Treasurer shall have the following duties *[WVARA Bylaws, ARTICLE II, Section IV]*:

1. Receive all money and deposit same in a bank approved by the Executive Board.
2. Make all disbursements after a report of receipts and disbursements at each meeting.
3. Issue all checks with the signature of the Treasurer and one other officer, unless the disbursement has previously been approved by the Executive Board or by the general membership: in which case only the signature of the Treasurer is required. When a second signature is required, the second officer is neither a member of the immediate family of the Treasurer nor a member of the same household.
4. Submit to an annual audit by a committee appointed by the Executive Board and consisting of the President, Treasurer, and two members not on the Executive Board.
5. Insure that expenditures in excess of one hundred dollars ($100.00) shall be submitted to the Association for approval following prior notification in The Bandspread.
6. Send a monthly updated list of those who have paid dues to the Secretary, *The Bandspread* publisher, and any board member who may request it.
7. Perform all other duties pertaining to the office.

Additional duties & responsibilities:

1. Prepare an annual budget to be published in the February edition of The Bandspread to be voted on by the membership at the February meeting.
2. File IRS Form 990 every year.
	* Not later than April 15.
3. File the Indiana Business Entity Report every 2 years
	* Not later than April 30 in the odd-numbered years.

**Trustee**

The Trustee shall have the following duties *[WVARA Bylaws, ARTICLE II, Section V]*:

1. Be accountable for the Association's properties and act as custodian of W9UUU and K9IKQ. Individual members shall be responsible for equipment in their possession which belongs to the Association.
2. Publish a list of all of the Association's equipment in the April *Bandspread*.
3. Serve as resident agent of the Corporation and maintain its papers in good standing and order.
4. Maintain the safety deposit box.

Additional duties & responsibilities:

1. Together with the Vice-President is responsible for conducting background checks on new members.