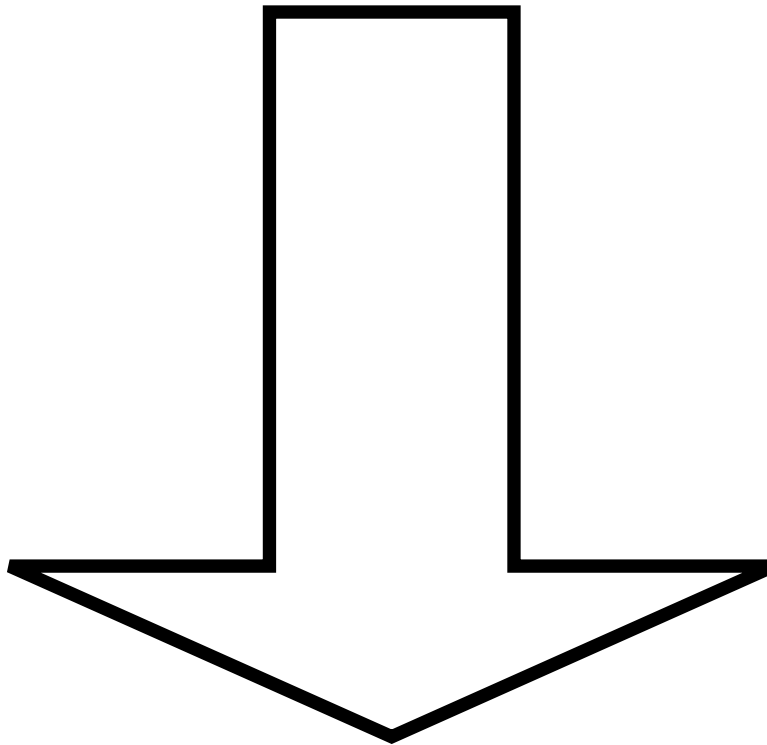


The following is a list of the responsibilities for each of the board positions. It appeared in the September 2024 issue of RF starting on Page 5.



OCARC Officer Position Descriptions

By Dan Violette, KI6X

This is a much-reduced summary of a series of articles I wrote over many months of the 2019 RF issues with each detailing one of the club Officer positions.

Director at Large (x2)

Duties: The OCARC By-laws do not list duties of the DaL positions. They do mention there are two in this officer's position and that the preceding President and Vice-President can automatically be appointed to the position without an election, which gives continuity to the Board. This year we will have both the current President and Vice President termed out so they can assume the DaL positions if they desire. If one or both decline there will be an election for the position. This is a great position for newer Board members to get a feel for the behind the scenes of the club. Since the DaL positions do not have other officer duties, they are more available for a special assignment such as committee leads.

Membership Chairman

Duties: The OCARC By-laws list the following as duties of the Membership Chairman (edited), It shall be the duty of the membership chairman to:

- Maintain to date, an accurate roll of all honorary, paid-up and other members.
- After the March regular meeting, prepare a list of honorary, paid-up and other members and submit to the webmaster for posting on the club web site in April.
- In the month before the end of his term, prepare a list of honorary, paid-up and other members and submit the list to the appointed webmaster for posting on the club web, to the club historian, and to the new membership chairman.
- Bring at least one copy of the most recent club bulletin to the regular club meetings for attendee perusal.

Areas that club members may assist the Officer: Volunteers are needed during meetings to make sure the role sheets are filled in by all attendees. There are a lot of reports created that assistance could be requested.

Technical Committee Chairman

Duties: The OCARC By-laws list the following as duties of the Technical Committee Chairman,

It shall be the duty of the technical committee chairman to form a committee, if needed, to:

- Assist members with technical problems relating to equipment setup, operation, and interference.
- Assist members to obtain and/or upgrade their licenses. When sufficient interest exists, hold classes for code practice and theory.

Areas that club members may assist the Officer: Volunteers are needed on the committee and to assist in a subject they are knowledgeable when a member asks for assistance. We have had members assist with HT programming and in other areas helping members. Assistance can also be given in the review of members estates when needed.

Public Relations Officer

Duties: The OCARC By-laws list the following as duties of the PR Officer,

- Prior to each regular club meeting, provide with the assistants of his choice adequate seating for the members.
- Welcome members and visitors to the meeting and answer any questions they may have about the club.
- Contact and get published in local newspapers, as needed, announcements of club activities such as Field Day.

One of the best PR efforts we have had is flyers at Ham Radio Outlet along with our impressive website.

Activities Officer

Duties: The OCARC By-laws list the following as duties of the Activities Officer (edited),

- Organize club activities with assistants of his choice for the enjoyment of the members.
- Obtain prizes for and run the drawing at each of the regular club meetings. Select prizes of general value to radio amateurs and when possible, solicit prize donations from retailers or manufacturers.
- Provide refreshments, with assistants of his choice, at each of the regular club meetings.
- Help with the organization of the annual Field Day.
The Activities Manager has been very active in the club joint events (Field Days, Dinners).

Treasurer

Duties: The OCARC By-laws list the following as duties of the Treasurer (edited),

- Keep a written record of all monies received or expended by the club. Initiate checks for normal monthly expenses and have them properly signed. Checks for expenses over \$250 that are not for normal expenses shall have either the approval of the Board or the approval of the club membership at a general meeting.
- The treasurer shall report the monthly cash flow of the club in the newsletter.
- Maintain the club's bank accounts at banks approved by the Board.
- Issue dues receipts as required.
- Maintain an accurate list of all physical assets of the club and their present location.
- The IRS requires all 501(c)(7) Non-profit Corporations to file an online FORM 990-N questionnaire yearly; before May 15.
- The State of California requires small California tax-exempt organizations to file a Form 199 with the FTB by May 15.
- The State of California requires all 501(c)(7) Non-profit Corporations to file a Statement of Corporation, FORM SI-100 (or later form), every two years.
- The treasurer shall be responsible for a PO Box key, verify regular access and collect mail, as required.

Secretary

Duties: The OCARC By-laws list the following as duties of the Secretary, It shall be the duty of the secretary to:

- Keep a written record of all proceedings of all regular, Board, and special meetings. Provide a copy of each record to the editor of the club bulletin for publication.
- Receive and send all club correspondence. Read all correspondence of general interest to the members at a regular or Board meeting.
- The secretary shall be responsible for a PO Box key, verify regular access and collect mail, as required.

Vice-President

Duties: The OCARC By-laws list the following as duties of the Vice-President, It shall be the duty of the vice president to:

- Act in the absence of the president at all club functions and perform all duties of the president herein described.
- Arrange for the speaker or entertainment for each of the regular club meetings.

Areas that club members may assist the Officer: Volunteers are needed to help plan meeting (ideas, arrangements, ZOOM, etc.).

President

Duties: The OCARC By-laws list the following as duties of the President,

It shall be the duty of the president to:

- Preside over all regular, Board, and special meetings of the club.
- Direct the affairs of the club subject to the advice of the Board and the requirements of the Bylaws.
- Appoint a Finance Committee of two (2) or more members to audit the club account books. Appoint all other committees not provided for herein or elsewhere.
- Sign as required, all contracts or written instruments on behalf of the club.
- Represent the club for social or business contacts when required.
- With approval of the Board, have sent flowers or other appropriate gifts to ill or hospitalized members, or to the family of a deceased member.
- Perform incidental duties not herein specified.

Areas that club members may assist the Officer: Volunteers are needed for all areas of the club. The President can help you find a place to assist within the club.