

Descriptions for Board (executive) Positions

PRESIDENT

Duties:

- Presides over all Club functions (unless delegated to another member).
- Chairs all Club meetings.
- Sign cheques for approved expenses. Requires co-signing by the Treasurer or Secretary. (Refer to By-laws)
- Executes contracts, deeds, bills of exchange and other instruments on behalf of the Club. Requires co-signing by the Secretary. (Refer to by-laws)
- Invite additional agenda items from the floor at the start of meetings. Invite adoption of agenda prior to business being conducted.
- Following approval of minutes, sign and date the minutes indicating approval has been received.
- Represent the Club at various functions or ensure that a delegate is present. (This could include invited functions, those in which the Club has a vested interest, or those for which the Club would like to express support).

1st. Vice President

Duties:

- Chair of Technical Committee.
- In the absence of the President, perform the duties of the President.

2nd. Vice President

Duties:

- Chair of Program Committee
- In the absence of the 1st Vice President, perform the duties of that office.

TREASURER

Duties:

- Chair of Finance and Budget Committee
- Receive and bank all Club money.
- Make disbursements of Club funds as approved by the budget or Board (executive).
- Sign cheques for approved disbursements.
- Order cheques as necessary.
- In the absence of the Secretary, sign contracts, deeds, bills of exchange, and other instruments and documents.
- Keep adequate and accurate financial records of all transactions.
- Provide a statement of finances at each general and Board meeting.
- Prepare and submit an audited annual financial statement.
- Prepare a proposed budget with the input of the Finance and Budget committee and the Board (executive).
- Review Club investments on a regular basis, and make necessary recommendations to the Board. (executive)

Secretary

Duties:

- Take, prepare and distribute minutes at the Board, annual, general and extraordinary meetings.
- Prepare agendas for meetings with input from the executive and the membership.
- Distribute all meeting agendas within seven (7) days of the meeting to all Executive members ;ensuring the agendas are available for those attending the day of the meeting.
- Maintain the Club files in a timely and orderly manner.
- Open, distribute and respond to correspondence in a timely manner.
- Hold the Club official seal and affix the seal to such documents as directed by the Executive or by law.
- Has signing authority for Club cheques for approved expenses. (See by-laws)
- Is required to execute contracts, deeds, bills of exchange, and other instruments and documents on behalf of the Club.

Station Manager

Duties:

- Chair of Station Committee.
- Must hold an "advanced" endorsement on his current amateur radio license.

DIRECTOR-AT-LARGE

Duties:

- . -Assists other Board members as required.
- Carries out special projects as assigned by the President or Board (executive)

PAST PRESIDENT

Duties:

- Ensures continuity in the operation of the Board (executive).
- Provide advice and counsel to the President.
- Carries out special projects as assigned by the President or Board (executive)

NOMINATION COMMITTEE

Duties:

- Chair of nomination committee. (A standing committee)
- Prepares a list of nominations for the various positions on the executive.
- Publish in the November issue of the Reflector the nominees known at the time.
- Announce the names of the nominees at the annual general meeting.
- Call for additional nominees for each position.
- If necessary, conduct an election by secret ballot for any position with more than one nominee.
- Reviews possible candidates during the year.
- In the event of a vacancy occurring during the year, the Committee shall facilitate the securing of a replacement, as per the Club By-Laws.

Program Committee

DUTIES:

- Ensure that speakers, presenters or other entertainment is provided for the monthly general meetings.
- Ensure that that any speaker / presenter is properly introduced and thanked.
- Obtain a thank you gift of speakers / presenters.
- Ensure that door prizes are obtained for all monthly general meetings.
- Ensure that all members are met, welcomed, and have signed into all meetings.
- Ensure that a member has been delegated to sell the 50/50 tickets and to provide all attendees with a ticket for the door prize.
- Obtain refreshments for the monthly and annual meetings.
- Co-ordinate with the social committee.

CLUB STATION COMMITTEE

DUTIES:

- Is responsible for the physical status of the club facilities.
- Ensure that defects at the club facilities are identified and repairs are carried out.
- Ensure that the Club premises are kept tidy and clean at all times.
- Ensure that the Club has adequate equipment to carry out its' mandate.
- Ensure that the Club has an adequate antenna system to allow the Club to carry out its' mandate.
- Maintain a current inventory of all Club assets.
- Maintain "sign-out" register for all borrowed Club equipment.
- Is responsible for all managing all "bookings" of the Club facilities.
- Co-ordinate with the Special Events committee to ensure that adequate equipment is available for them.