

DuPage Amateur Radio Club Officer Duties

Club President:

- Presides at all meetings, enforces observance of the By-Laws, signs official documents, appoints chairpersons and acts as chairperson of the Executive committee.

Vice-President:

- Assumes duties of President when that officer is not present.
- Serves as Program Director, organizes Club member activities, and encourages members to report activities to the newsletter Editor and the Section Communications Manager of the ARRL.
- Maintains close liaison with the county's ARES Emergency Coordinator to further Club participation in the local ARES group.

Secretary:

- Records the proceedings of all meetings and provides copies to officers and members of the Executive Committee and for publishing in the Club's newsletter.
- Carries on correspondence and furnishes requested information concerning the Club, reporting such communications at meetings.
- Maintains all important documents and records of the Club, excluding financial records.

Treasurer:

- Receives monies paid to the Club, and keeps an account of what is received and disbursed.
- Pays bills as authorized.
- Prepares statements of income, expenditures, and cash on hand.
- Files required statutory or corporate financial reports.

Sergeant-at-Arms:

- Records attendance at meetings and assists in preserving order as directed by the presiding officer.
- Acts as parliamentarian (advisor for meeting rules to be followed).
- Manages door and raffle prizes as determined by the availability of funds.
- Responsible for the safekeeping and maintenance of all Club equipment and property.
- Supervises custodial duties at the termination of Club meetings.

Education Chair – Duties and Responsibilities

- The Education Chair is responsible for providing informative and educational opportunities for the members of the DuPage Amateur Radio Club, and for the Amateur Radio community in general. Examples of this are: conducting Workshops and Electronics classes, having a table at STEM nights, and presenting License classes.
- The Education Chair works closely with the Board of Directors to exchange ideas and to coordinate the educational opportunities mentioned above.

Description of duties to support Winter License Classes:

- Procure classrooms for (3) classes (DG Library, Westmont Library, Westmont PD)
- Procure instructors for every class (confirm availability of our teaching staff)
- Create class schedule (to fit everyone's availability)
- Promote classes (club website, ARRL, Nets, Slack, etc)
- Accept/Acknowledge student registrations
- Provide teaching tools at class time (markers, erasers, projectors - all currently available)
- Conduct classes (remind instructors when they're teaching a class)
- Arrange for VE Testing at finish of classes (see Don N9IZU)
- Report results at club meeting