

Wabash Valley Amateur Radio Association, Inc.
Officers Duties & Responsibilities

Vice-President

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

- a. Assume the duties of the President during his absence.
- b. Be responsible for making program arrangements.
- c. Arrange for the induction of all new members.
- d. Provide for the welcoming of all visitors.
- e. 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 Bandsread*.
6. Send a monthly updated list of those who have paid dues to the Secretary, *The Bandsread* 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 Bandsread* 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.