

Wabash Valley Amateur Radio Association, Inc.

Officers Duties & Responsibilities

President

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

- a. Preside at all meetings of the Association and its Executive Board.
- b. Appoint committees from time to time as the need for them arises.
- c. 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.
- d. 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.
- e. Appoint nominations committee chairperson.
- f. 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