

Wabash Valley Amateur Radio Association, Inc.

Officers Duties & Responsibilities

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.