

2021 Guidelines for LARC Committees and Member Appointments

Approved: Executive Committee

The primary function of the LARC committee structure is to contribute to the efficient operation of the Club. The committees are to assist the Club officers in the decision-making process by identifying the needs of the Club in their assigned areas, defining the actions needed to meet those needs, preparing a budget supporting such actions if needed, recommending solutions that may require approval by the Club membership, and implementing those tasks as approved by the Executive Committee or by member vote.

Committees serve two purposes:

- To advise the officers on meeting the needs of the Club members in their assigned areas
- To identify needs, seek input from Club members, define actions needed, recommend solutions, and implement approved solutions

Committee members:

- Serve for one-year or for the term of the President if on standing committees
- Serve from appointment until the assignment is completed if on special committees
- Should include a mix of those members who have been with the Club for a long time as well as those who may have just joined, with varying skills and interests
- Will include one Club officer as liaison to the Executive Committee
- Are appointed by the President after consideration of recommendations from the officers and Club members
- Shall have a chair appointed by the President or selected by the committee members as the President may determine
- Are expected to actively participate in the work of the committee, provide input to committee deliberations, and focus on the best interest of the Club

All committees will hold meetings as often as necessary to carry out its assigned tasks. Committees may:

- Conduct their work in-person, email, video conference, conference calls, and secure websites
- Conduct interest polling of the Club membership on issues assigned to the committee
- Make suggestions and recommendations to the officers and Club members via the mailing list or a report at a regular meeting

Committee chairs shall notify the Club Secretary:

- If a committee report is to be made to the Club membership at the upcoming meeting.
- If an issue will require Club membership vote, the notice to the Secretary should be submitted one (1) week prior to the upcoming meeting and include a draft agenda item and recommended language for the motion to be approved by the Club members. The committee chair shall make the motion for approval.

Committee Responsibilities and Members:

Constitution and By-Laws Committee (Section 11(B) By-Laws)

- Annual review of the Constitution and By-Laws and make recommendations for changes according to the process defined in Section 15.

This committee will terminate upon completing of its task.

Members: Ro Maddox K4HRM (Chair)
 Todd Southerland KI4FVO
 Josh Edwards N4JDE

Program Committee (Section 11(A) By-Laws)

- Plan entertaining, interesting and informative programs for regular Club meetings, including arranging for program coordinators and guest speakers
- Plan Events and Contests having Club member participation, including arranging for event/contest coordinators and providing oversight/direction in successfully completing such events/contests
- Develop a standard planning/operating practice for conducting events/contests
- Maintain an up-to-date calendar of events/contests on the Club website

Members: Scott Hunt K4SEH (Chair)
 Tanner Greer KK4SZI
 Dick Blumenstein K0CAT
 Gary Schwartz K3OS

Events Subcommittee

Mitch Mast KN4AYD (Chair)
 Brad Cook W4SCT
 Keith Sharpton KD2TJD

Audit committee (Section 11(C) By-Laws)

- Review the financial records of the Club at lease for the prior 2-year period and report findings to the Executive Committee and members.

This committee will terminate upon completing its task.

Members: Chris Aiken KN4FNI (Chair)

Education and Mentoring Committee

- Focus on “mentoring and elmering” the members to help broaden their radio understanding and experience to promote upgrade of licenses.
- Promote use off available online license training and remote license testing. Conduct amateur radio license sessions if needed
- Maintain a pool of VEC certified Volunteer Examiners
- Support the Program Committee in providing mentoring and elmering for various radio experiences

Members: Rick Tilton WK4R (Chair)
 Gary Schwartz K3OS
 Buck McDaniel N4PGW
 Scott Hunt K4SEH

Property Management Committee

- Locate, install and maintain the LARC N4LNR repeater according to the standards and operational procedures prescribed by the FCC and SERA guidelines (Section 11 By-Laws)
- Recommend the purchase of antennas and supporting equipment for the Club communications and antenna trailers, including description, cost estimate, and use/need for purchase. Upon approval by the Executive Committee or by member vote, the committee will make such purchases
- Maintain the communications and antenna trailers and supporting equipment
- Maintain an inventory of all Club-owned equipment (Section 10(B) By-Laws)
- Receive and evaluate all equipment donated to the Club, determine items to be retained by the Club and put these items in the Club inventory, determine items to be disposed through sell to members or by other means and conduct such sales, and dispose as appropriate those items that have no value to the Club

Members: Frank Gordon KN4ACU (Chair)
Dick Blumenstein K0CAT
Jeff Tickle KM4AYW
Gary Schwartz K3OS Property Manager

Repeater Subcommittee

Phase 1 Removal – Complete

Phase 2 Location

LARC Executive Committee

Phase 3 Install & Maintain

Members TBA

Marketing Committee

- Develop a new member orientation packet and a club brochure for approval of the Executive Committee or by member vote
- Maintain an up-to-date Club website
- Upgrade the existing mailing list(s) in coordination with the current custodian and recommend changes, and implement such changes as approved by the Executive Committee
- Issue a monthly newsletter to the Club membership and area amateur community (Section 11(E) By-Laws)
- Maintain an up-to-date social media presence to give visibility to Club meetings, programs, events, contests.
- Develop a plan for community outreach, including meetings/programs to inform on the value of amateur radio in emergencies, public service, and as a lifelong hobby.

Members: Mitch Mast KN4AYD (Chair)
Joshua Harris KO4JDH (Webmaster)
Lisa Mast KN4AYE (Newsletter Editor)
Jeff Tickle KM4AYW (Social Media)
Ro Maddox K4HRM

Historical Committee

- Create a written story of LARC to preserve its history
This special committee will terminate upon completing of its task.
A Club Historian will be appointed by the President.

Members: Ro Maddox K4HRM (Chair)
 Tom Land KA4HKK
 Mike Cowick N4FAX
 Josh Edwards N4JDE