

## 2022 Guidelines for LARC Committees

Approved: Executive Committee 03/07/2022

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 members in their assigned areas
- Seeking input from Club members on how to meet their needs
- Defining actions and cost (if applicable) needed to best meet Club member needs
- Recommending solutions to the Executive Committee for approval or member vote
- Implementing approved solutions

Committee members:

- Each committee shall have a minimum of 3 members who serve for one-year
- Serve from appointment until the assignment is completed for special committees
- Are expected to actively participate in the work of the committee, provide input to committee deliberations, and act in the best interest of the Club and its members
- Include a mix of persons with varying skills and interests who have been with the Club for several years as well as those who may have just joined
- The President shall appoint the Committee Chair and assign a club officer to serve as a liaison to the Executive Committee
- The Committee Chair shall appoint the remaining committee members
- The Committee Chair shall hold meetings as often as necessary to carry out assigned tasks.
- The Committee Chair shall report the status of the committee's tasks at regular Club meetings as needed.
- Should a committee matter require Executive Committee or member vote, the Committee Chair shall request the Secretary to place the item on the next Executive Committee meeting (normally the Monday of the week prior to the week of the Club meeting) for discussion and/or approval. Should the item be time sensitive, a special Executive Committee meeting may be requested. If the item requires member vote, the Committee Chair shall

present the information to the members for discussion and 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 recommend 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 & Events/Contests** (Section 11(A) By-Laws)

- Plan entertaining, interesting and informative programs for regular Club meetings, including arranging for program coordinators and guest speakers
- Plan Field Days and other Events/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: Jeff Tickle KN4AYW (Chair)  
Tanner Greer KK4SZI  
Dwayne Kincaid WD8OYG

#### **Events & Contests Subcommittee**

John Crowe AG4ZL (Chair)  
Chris Aiken KN4FNI (Co-Chair & ExCom Liaison)  
Jeff Tickle KN4AYW

#### **Field Day Steering Subcommittee (WFD & ARRL FD)**

Gary Schwartz K3OS (Chair)  
Dick Blumenstein K0CAT  
Chris Aiken KN4FNI  
Mike Cowick N4FAX  
Ted Manuel KF4FLY  
Mike Fields KO4JOR  
Ro Maddox K4HRM (ExCom Liaison)  
Paul Breau WA2ZCM

### **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 of available online license training and remote license testing and conduct in-person amateur radio license sessions as needed
- Maintain a pool of VEC certified Volunteer Examiners
- Support the Program Committee in providing mentors/elmers for various radio experiences

Members: Scott Hunt K4SEH (Chair)  
Ro Maddox K4HRM  
Keith Sharpton KD2TJD

### **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)
- Maintain the communications and antenna trailers and supporting equipment in deployment ready condition
- Recommend 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 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 for use by the Club, 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)  
Scott Hunt K4SEH – ExCom Liaison

Repeater Committee

Frank Gordon KN4ACU (Chair)  
Scott Hunt K4SEH (Repeater Trustee & ExCom Liaison)  
Joshua Harris KO4JDH

Trailer Subcommittee

Ted Manual KF4FLY (Chair)  
Paul Breau WA2ZCM  
Josh Edwards N4JDE  
Dick Blumenstein K0CAT

Property Manager

Gary Schwartz K3OS

**Public Relations Committee**

- Develop a new member orientation packet and a club brochure for approval of the Executive Committee and member vote
- Share information with various local media platforms to inform the public of the value of amateur radio in emergencies, public service, and as a lifelong hobby.
- Maintain an up-to-date Club website
- 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.

Members: Joshua Harris KO4JDH (Chair & Webmaster)  
Tom Land (Social Media)  
XXXXXX – Newsletter Editor  
XXXXXX