

NARC Committee Meeting, 1900hrs, 29th May 2019

Via Skype

AGENDA

Attendees

Agenda

1) Apologies: M0SYW

2) New committee - Roles and responsibilities

Allocation of Roles (Refer to NARC Roles and Job Descriptions Document)

Committee Roles

Membership Secretary

Programme Secretary

Press Relations Officer

Outside Events Manager

Roles to be allocated to a Committee or general club member

Bright Sparks Coordinator

Contest Sub Group Coordinator

Examination Secretary

Lead Instructor

Trophies Manager

QSL Manager

Inventory and Club Station Manager

Webmaster

Safety Officer

General Roles for all committee members – Help with signing in, seating, Tea coffee facilities, Supervision of youngsters, Promotion and general duties as required.

3) NFD Radioactive 2019

4) Barford 2019

5) Pelican Case or Similar for the ICOM 7300 - M0NKR

5) Any other business

Radio by the Seaside – Roger G3LDI
Offer of purchase of Honda Generator from Rex G0CLR

Next Meeting date

8th July (but only if necessary)

9th September (Likely)

Meeting Closed

NARC - Roles & Job Descriptions

Role to be that of representing the Club, particularly on formal occasions.

To establish a working relationship with the Chairman and be prepared to offer advice and guidance on matters affecting the functioning of the Club.

Will be an ex-officio member of the Committee and open and close AGMs and EGMs.

Make himself available to any one of the Membership.

To be cognizant with the Constitution and ensure that the Club operates within its terms.

To assist with the drawing up of any changes to the Constitution as recommended by the Committee for submission at an AGM or EGM.

To take over the running of the Club in the event of the absence of both the Chairman and Vice-

Overview the AGM or EGM process to check that all actions have been undertaken in due time.

To maintain a continuing overall view of the operation of the Club and its future development.

To take the chair at formal meetings and introduce the speaker for the evening.

To decide on which matters that have come to hand are of interest to the Club and announce these as Notices prior to meetings and at the same time introducing new members and visitors to the Club.

To confer with the Secretary to draw up Agendas for Committee Meetings and AGMs and take the chair

To advise the President of any issues which may affect the operation of the Club.

In respect of any special major events will appoint a Sub Committee with a Project Leader who will chair such meetings and report progress.

Will take over the running of the Club in the Chairman's absence.

To maintain close liaison with the Chairman and assist closely with the general running of the club.

Will be prepared to manage and resolve any specific issues affecting the Club which the Chairman

Secretary

Specific duties to also include responsibility for organisation of the meeting room before and after meetings and talks in association with other committee and regular members.

To undertake all regular correspondence involved in the normal running of the club.

To liaise with the Chairman and Committee as necessary in the processing of the above

Through liaison with the Chairman to produce and distribute the Agenda for Committee Meetings,

AGMs and EGMs and, to take down and write up the Minutes of these meetings. To distribute the Minutes to the Committee and place on the club website and Dropbox within two weeks of such Minutes to be written explicitly such that readers can easily understand the topic under discussion and expressed in a suitable manner for publication in the public domain.

To ensure that Minutes for the AGM are available for the first Committee Meeting after that event.

Treasurer

To operate the day to day running of NARC finances to include payments and the settlement of Maintain a record of the Club's finances in a manner agreed by the Auditors for each year ending 31st December. Such record to be prepared as a balance sheet and to be ready for the Auditors for distribution to the Officers and Committee not less than three weeks before the AGM.

To prepare financial statements for review at Committee meetings.

To ensure that all formal accounts statements are placed in the NARC dropbox

To advise the Chairman and Committee of any substantial changes in the club financial position.

Membership Secretary

The following duties will be allocated at the first Committee Meeting after an AGM to Officers or Members of the Committee To maintain a formal record of the Membership and the subscriptions paid together with any other information as agreed by the Committee and maintain an up to date membership list on the NARC. To produce a list of such members, who have agreed the release of their details, for general distribution to club members with a copy on the NARC Dropbox.

To collect subscriptions by the due date set out in the Constitution and issue reminders to those outstanding in a form agreed by the President and Chairman. All monies collected to be passed to the Treasurer without undue delay.

To maintain an up to date membership Signing-in sheet in the agreed format for all to sign-in at

To collect and collate information for Badges to be ordered on a monthly basis, checking Name and Callsign the member wishes to display on their badge. (Badges normally issued free to new NARC members and to NARC members who have upgraded their License level and callsign. (Other badges to be charged for)

Programme Secretary

To arrange the club programme of radio related talks, events or demonstrations on a fortnightly basis for the forthcoming year. The provisional programme to be initially distributed to the Committee for comment and approval prior to publication working to an agreed budget for expenses as agreed by the committee and Treasurer.

The Programme Secretary to liaise with speakers regarding travel arrangements, wording, publicity and AV requirements for their talk. They will also offer assistance with arranging accommodation if appropriate and settlement of expenses where applicable, for an overnight stay in the event of a Speaker travelling a long distance.

Ensure that the club programme documentation is updated on the NARC website.

The programme of events to be submitted to the RSGB in plenty of time for publication in RADCOM and GB2RS, plus other publications such as PW magazine.

The Programme must show the date of the AGM as being held on the first Wednesday after 31st March as well as the dates of at least four Committee Meetings to take place during the year.

PR Officer

To prepare pre and post publicity reports on the activities of the Club and submit these in the required format to the local Press, the RSGB and other Radio Publications as appropriate.

To arrange for pictures to be taken of such activities and events to accompany the reports and for use on the club website and records.

The objective being to give the Club as much publicity as possible.

Outside Events Manager(s)

To coordinate the organisation and running of Outside Events planned by the Committee. This will involve arranging station managers for the particular event, internal and external publicity (in conjunction with the PR Officer), equipment requirements, operators, logs & QSL cards along with plans for installation and dismantling. If the event is both a contest station and outside event they will work in conjunction with the contest coordinator(s).

The following roles may be allocated to an Officer, Committee Member or to a general club member working in liaison with the Committee.

Bright Sparks Co-ordinator(s)

To arrange publish and coordinate a suitable programme for the younger Members of the Club known as 'Bright Sparks', and enlist assistance from Members having the essential credentials for working with children. Programme to be agreed with the Chairman. (Due to the number of Bright Sparks and the need for "One to One" tuition it may prove necessary

for two Members to take on this role.)

Contest Sub Group Coordinator

To coordinate the NARC entry in the club based contests in which it has been determined that the club will participate. Ensure that any formal registration is made and that logs are submitted in time. Arrange the provision of contest training as required.

To plan dates and venues for all three levels of Licence courses and examinations. To publicise courses in advance, collate names for each level, distribute and collect Application Forms and the appropriate fees and pass these to the Examining Authority.

To book premises for courses and exams and arrange for independent invigilators to be present at the time of the Examinations.

To liaise with the Examination Secretary, plan course timetable and content and engage competent instructors and assistants to cover each part of the Syllabus and practical assessments.

To ensure that all trophies are returned from previous winners within at least two weeks before an AGM and that they are clean and undamaged. To ensure that the names of winners are recorded on the NARC trophy register.

To ensure that a suitable stock of QSL cards is maintained for general club use and events and available for Club station operation or outside events and that, where possible, are written during Despatch of cards regularly to the RSGB bureau.

Ensure that stamped addressed envelopes are maintained with the appropriate sub-bureau for receipt of incoming cards, cost of stamps will be reimbursed by the treasurer.

To send out QSL cards in response to those received.

Inventory Manager and Club Station Manager

To compile and maintain an inventory of all equipment owned by the Club along with its location.

To control the Equipment Loan System and ensure that the rules for loans of equipment are complied with and that it is returned complete and in good condition.

To ensure that the Club Station is opened and locked appropriately at club meetings. Also to oversee correct operation of the station and arrange instruction where necessary.

To maintain the Club Web Site with reports on Club activities and other information pertinent to the running of the club and Membership.

To ensure that wherever radio equipment is being used by the Club appropriate steps are taken to prevent accidents to Club Members, the Public or damage to property. At such times a "Risk Assessment Form" will be completed prior to the event.

General - All officers and members of committee

Ensure that rooms are ready for meetings as appropriate by enlisting help of members with chairs, tables, catering and AV facilities etc as appropriate.

Ensure everyone who attends a NARC meeting signs in and, if appropriate, pays the door fee

Ensure any visitor or new member is welcomed and looked after at all times, introduced to

officers and members of the club who have similar interests.

Help ensure smooth running of both informal and formal club meetings and events, guiding members on what is happening and where, setting good examples of conduct and dress code.

Ensure young people are adequately supervised at all times by their parent/guardian(s) and other

Actively promote and enlist support for club meetings, activities and events amongst the membership in person or on-air ensuring photos and details of events are collated and passed to the PR officer for pre and post publicity