

NARC Committee Meeting, 19.00hr, 16th June 2022

ONLINE

AGENDA

Attendees

Agenda

1) Apologies for Absence:

2) Previous Minutes Approved

Proposed Seconded

3) Matters Arising

Fixing antennas at the school-Steve

4) Committee roles

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.

5) Örstead email - Roger

6) Events:

Barford Help

Radio By seaside

Coach to Hamfest

7) Updating of the trophy

8) Getting Loan Service running again

9) Membership - Mark

10) Accounts 2022 and current.

AOB

Next Meeting date

TBC

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