

ARRL Atlantic Division Leadership Club Officer Webinar January 5, 2009



Presented by:
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ARRL Atlantic Division Director

Agenda

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1. **Introductions**
2. **Housekeeping**
3. **Club Officer Transition**
4. **Club Meetings**
5. **Meeting Topics and Speakers**
6. **We ARE Communicators**
7. **Resources**

Introductions

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- Tom Abernethy W3TOM, Atlantic Div Vice Director
- Bob Bastone WC3O, Skyview Radio Society
- Lloyd Caves N2PU, RARA
- Norm Fusaro WI3Z, ARRL MVP Dept Asst Mgr
- Bob Montagne K3REM, Ann Arundel Radio Club

Housekeeping

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- **Webinar software features**
 - Show / Hide Control Panel
 - “Hands Up”
 - Polls
 - Questions / Comments module

Club Officer Transition

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- Notify ARRL HQ immediately of all new club officers. (HQ are sent to the correct club officers.)
 - Use the [Club Update form](#) to make these changes.
- Notify the Division Director, Section Manager, and Affiliated Club Coordinator.
- Is your current Club Update on file with ARRL HQ?
 - <http://www.arrl.org/FandES/field/club/forms/fsd2/>
- If your club is an SSC, is SSC status current?
 - <http://www.arrl.org/FandES/field/club/forms/fsd7/renewal.html>

Club Officer Transition

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- **Are your official club papers secure?**
 - Certificate and Articles of Incorporation.
 - Articles of Association, By-Laws.
 - Corporate seal.
 - Non-profit status documentation.
 - State and Federal tax ID numbers.
 - List of documents to be filed with IRS, and copies of those filed by club.
 - Insurance policies: liability, equipment.
 - ✦ Are they current?
 - Post office bulk mailing permit.

Club Officer Transition

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- Is club station license secure? (Is station license current?)
- Club property inventory accounted for? (Is inventory list current? Does list show location and custody responsibilities?)
- Is inventory of materials in club safe deposit box current?
- List of all bank accounts and holdings. (Is list current and updated quarterly?)

Club Officer Transition

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- Club archives (Are historical records, minutes, newsletters, photos, ledgers, and awards in safe, secure location?)
- Contracts and agreements in force. (Are they current? Are all associated papers present in appropriate file?)
- Is current information on utilities billed to the club (power, water, telephone), including billing addresses, on hand?
- Frequency coordination correspondence. Is repeater pair assignment current?

Club Officer Transition

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- Is club Postal Box current?
- Club email list current?
- Is club website current and does club still have access?
- What other items should be considered?

Club Meetings

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- **Meetings must be:**
 - Fun
 - Uplifting to amateur radio
 - Interesting to make people want to come back again
 - Members and guests made to feel welcome and a part of a vibrant organization
 - Snacks during the meeting helpful
 - Good speakers and good topics

Club Meeting Topics

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- Gauge your audience
- Good speaker always a plus – Enthusiasm trumps!
- Audio-visuals help
- Touchy-feeley projects / demos
- Section Manager / Affiliate Club Coordinator / ARRL website can help suggest some meeting topics
- ARRL Website has complete PowerPoint presentations for use at club meetings on various topics.

We **ARE** Communicators

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- **Newsletter**
 - Frequent and regular
 - Upbeat and positive
 - News on and about members
 - Courtesy copies to:
 - ✦ ARRL Division Director, Vice Director and Section Manager
 - ✦ Surrounding amateur radio clubs
 - ✦ EMA Director / Red Cross Chapter
 - ✦ Local senior centers
 - ✦ Local libraries
 - ✦ Local radio shack stores
 - ✦ Other locations?

We **ARE** Communicators

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- **Website**
 - Meetings info
 - VE sessions
 - Club activities
 - Photo of activities
 - Contact info
 - Links to other good websites
 - Simple can be better
 - Membership information and application
 - What other info?

We **ARE** Communicators

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- PR or Public Relations
 - Where
 - ✦ Local radio station
 - ✦ Local newspaper
 - What
 - ✦ Club activities
 - ✦ Awards presented
 - ✦ License classes / VE Sessions
 - ✦ Field Day
 - Who?
 - ✦ Appoint a PR person
 - ✦ ARRL Field Appt available!

Resources

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- ARRL Website Club section
 - <http://www.arrl.org/FandES/field/club/>
- Your Section Manager
 - <http://www.arrl.org/sections/>

Questions?

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