

CCARC Leadership Task Matrix

As of: **5 July 2017**

Officer/Director	Activity or Committee	Coordinator	Assistant(s)	Remarks
1. President – Nicole Crosby/N7XBY				
	Awards Banquet	Nicole Crosby		Annually in February
	By Laws			
	Health & Welfare	Charlotte Ellis		
	Leadership Working Group (LWG)	Nicole Crosby		Pres, VPres, Past Pres, Secretary and 1 Director
	Leadership Position Descriptions	Gary Takis		<i>Aka "Job Descriptions"</i>
	Leadership Task Matrix	Nicole Crosby		
	Policy Manual	Gary Takis		
	Procedures Manual	Gary Takis		
	Scholarships Jack Ellis Scholarship Fund	Nicole Crosby		Members: Charlotte Ellis, Barbara Yasson, Delvin Buntun, Jerry Schue, Judith Ames
2. Vice Pres/Pres Elect – [Vacant]				
	Awards Committee	Tim Kuhlman	James Newsome	Last recipients of Sherman and Stromgren award
	Christmas Party			Annually in December
	Club Meeting location			
	Club Meeting programs			
	Club Picnic			Annually in August
	Elections Committee Chairman	Greg Williams		
	Membership Committee	Greg Williams		
	Member Applications & Renewals	Judith Ames		
	Green Book	Wayne Schuler		
	Club Badges	Gary Takis		Badge Distribution: James Newsome
	New Member Materials	Nicole Crosby		
3. Secretary – Barbara Yasson/AC7UH				
	Board Meeting Minutes	Barbara Yasson		
	Club Correspondence	Barbara Yasson		
	Special Meeting Minutes	Barbara Yasson		
4. Financial Officer – Ron Ames/N7SRT				
	501(c)3 Status	Ron Ames		
	Bank Checking & Savings Accounts	Ron Ames	Wayne Schuler	
	Establishes and Manages Budget	Ron Ames		
	Insurance Certificates	Ron Ames		As needed
	Insurance Policy	Ron Ames		

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	Investment Account	Ron Ames	Wayne Schuler Barbara Yasson	
	Investment Advisor	Wayne Schuler		
	Legal & Fiscal Records	Ron Ames		
	Major Award Plaque Modifications	Ron Ames		
	Member reimbursements	Ron Ames		
	Recurring bill payment	Ron Ames		Web site, Yacont repeater site, phone line, etc.
	WA State Incorporation	Ron Ames		Renews annually

5. Chairman, Board of Directors – Nicole Crosby/N7XBY				
	Board Meeting location	Nicole Crosby		
	Board Meeting Agendas	Nicole Crosby		
	Conduct Board Meetings	Nicole Crosby		

6. Director - General – Mark Gaunt/KG7CX				
	50/50 Drawing	James Newsome		Every General meeting
	Christmas Raffle	James Newsome		Christmas Party
	Club Equipment Database	Wayne Schuler	Nicole Crosby	Annual report to Records
	Club Equipment Loaner Program	Rick Smith		Need policy statement
	Club Equipment Storage	Rick Smith		
	Club Sales	Laura Seitlinger		
	Friday Lunches	Jack Barratt		Monthly input to media@w7aia.org
	Meeting Greeters			
	Meeting Refreshments	George Mitchell		
	Storage locker Keys			Key-holders: Nicole Crosby, Ron Ames, Rick Smith,

7. Director - Liaison – Vanessa McCoy/KE7UBB				
	ARRL Club Update	Vanessa McCoy		February (formerly the Annual Report)
	ARRL Affiliation Certificate	Vanessa McCoy		February
	ARRL Special Service Club update	Vanessa McCoy		February
	Media – RCC Newsletter	Wayne Schuler		Monthly
	Media – Club broadcast emails	Wayne Schuler		
	Media – Web Site	Judith Ames		
	Web Page Maintainer	Gary Takis		
	Web Page Maintainer	Wayne Schuler		

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	Media – Yahoo Group	Gary Takis		
	Media – Facebook	Nicole Crosby		
	Media – Twitter	Marilyn Melhorn		
	Media – Instagram	Marilyn Melhorn		
	CCARES/RACES	John Allen		
	Hotline	Marilyn Melhorn		
	Youth Coordinator	Nick Ellson		
	QSL Manager	Charles Boling		

8. Records – Gary Takis/K7GJT				
	Club Call Sign (W7AIA) Trustee	Tim Kuhlman		Expires 03/12/2021
	Club Membership Database	Judith Ames		
	Documents Inventory (Repository)	Gary Takis		By Laws, Policy and Procedures, operating & CRESA Co-location agreements
	DROPBOX account	Gary Takis	Wayne Schuler	Corporate Memory and working files
	Historian	Rob Haller		
	Repeater Steward	Wayne Schuler		

9. Director - Community Relations & Services – Trevor Best/KG7VIP				
	BSA Radio Merit badge	Delvin Bunton	Nick Ellson, Gary Takis	
	Gee Creek Rest Stop	George Mitchel		Dates Vary
	Ham Fair	Vanessa McCoy		August
	Harvest Day Half Marathon	Nicole Crosby		July
	Harvest Nights Car Cruise	Nicole Crosby		
	Hazel Dell Parade of Bands	Barbara Yasson		May
	Jamboree on the Air (JOTA)	Delvin Bunton	Nick Ellson	October
	MS Walk – Vancouver	Jim Loudon	Scott Scheirman	May
	North County Wine Run	Nicole Crosby		September
	SEA-PAC Ham Convention	Wayne Schuler	Gary Takis Bruce Bullis Delvin Bunton Nicole Crosby Vanessa McCoy	June
	Veteran’s Day Parade	Larry Bloomquist	Phil/Barbara Yasson	November
	Walk-n-Knock	Barbara Yasson	Rick Aragon	December

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10. Director - Operating – Tim Kuhlman/KD7RUS				
	ARRL DXCC	Al Rovner		
	ARRL WAS			
	ARRL VUCC			
	Bunny Hunts/Direction Finding	Dave Phemister	Dan Jacobs	
	CCARC Radio Challenge Award	Tim Kuhlman		
	Education and Training	Delvin Bunton		
	EYEWARN	John Gaynor		
	Field Day	Larry Bloomquist	Trevor Best	June
	Ham License Classes	Delvin Bunton		
	Ham License Classes (YL Only)	Barbara Yasson		
	NPOTA	Gary Takis	Tom Dombeck	August 2016 only
	Special Events			As Needed
	VE Testing	Wayne Schuler	Bob Hardwick (schedule)	
	Washington Salmon Run	Rick Smith		
	Worked All Washington	Phil Yasson		

19. Director - Technical – Rick Smith/KT7G				
	Digital Group	Rob Haller	John Gainsborough	
	Elmer Program	Rick Smith	Lisa Bloomquist	
	Repeaters	Wayne Schuler	Gary Takis Loren Flindt	
	RFI	Don Unruh		
	Tower Assistance	Al Lewey Rick Smith		

20. Past President – Rick Aragon/AE7VP				
	Continuity			

21. PIO – Dan Melhorn /KF7BHM				
	Agency and Political outreach			
	Press, radio and TV outreach			
	Supervises CIO position	Nicole Crosby		

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22. CIO – Nicole Crosby/N7XBY				
	Club Promotional materials			
	Community presentations			
	“Weekly Update” emails	Nicole Crosby		

23. FYI ... CCARC Members with ARRL Appointments				
	ARRL Honorary 2 nd Vice President	Jim Fenstermaker		
	NW Division	none		
	Official Emergency Station (OES)	Gary Takis		
	Official Observer (OO)	none		
	WWA Section Technical Specialist	Dave Phemister		
	WWA Section Youth Coordinator	Delvin Bunton		
	WWA District 4 - DEC	Marc Lacy		
	CCARES – Emergency Coordinator	John Allen		