

# CCARC Leadership Working Group

**1. PURPOSE:** The Clark County Amateur Radio Club Leadership Working Group (LWG) consists of current and past leadership. Its responsibility is to ensure that sufficient guidance exists and is maintained at the current standard to ensure the success of the organization into the future as members come and go in club positions of responsibility.

It provides a venue for current and past experienced leadership to work on the administrative side of the club business and therefore not encumber the board of directors meeting with such details.

## **2. POLICY:**

- A. The LWG is a club document formulation, review, and update working group. The results of its work are presented to the board of directors for adoption. It does not supplant the authority of the board of directors who are authorized the decision authority to officially implement the resulting documents.
- B. Documents include, but are not limited to, the bylaws, purpose and goals, organizational chart, job descriptions, policies and procedures all of which are for use by members who are elected or appointed into positions of responsibility.
- C. Minimum membership of the LWG includes the current president, vice-president, immediate past president, secretary and at least one current director. If other past presidents or directors are interested, they are encouraged to participate.
- D. The LWG normally meets monthly to:
  - (1) Act on open action items.
  - (2) Review existing documents.
  - (3) Identify new action items.

## **3. IMPLEMENTATION:**

- A. Action items that have developed to the point of requesting board review approval will be sent to the board of directors for their consideration prior to the next board meeting.
- B. When documents are approved by the board of directors, they will be published on the club website "About Us" page at [www.w7aia.org](http://www.w7aia.org) for all the members to see.
- C. Members interested in club leadership positions, policies and processes should be encouraged to review these documents prior to accepting a position.