

# Clark County Amateur Radio Club (CCARC) Policy Review Policy

1. Purpose: This policy identifies the schedule and process for review of existing policies and job descriptions by the Leadership Working Group (LWG) and the Board of Directors.
2. Background: As more CCARC policies have been developed, it has become necessary to formalize the schedule and processes the LWG has developed to keep all policies and job descriptions up to date.
3. Assumptions:
  - (1) The LWG is a document formulation, review, and update working group.
  - (2) The output of the LWG is presented to the Board of Directors for review, approval, and adoption.
  - (3) This policy and the attached schedule will guide the LWG in planning to review current CCARC policies and job descriptions.
4. Policy:
  - (1) LWG will review all policies and job descriptions every 5 years from date of approval, or sooner if issues arise.
  - (2) The attached list of existing policies and job descriptions with approval dates will guide the scheduling of the five-year review.
  - (3) New policies and job descriptions will be added to the list as approved.
  - (4) Revised/updated policies and job descriptions will be presented to the Board of Directors for review, approval, and adoption.

Attachment Event Form

Approved by the CCARC Board of Directors: Approved by CCARC Board of Directors  
on 6/1/2022

## CCARC Policies with approval and review dates

<u>Policy Name</u>	<u>Approval Date</u>	<u>5-year review</u>
Non-discrimination	2014-10-02	2022-01-01
Complimentary memberships	2015-12-02	2022-01-01
Repeater Use	2015-12-02	2022-01-01
W7AIA License Trustee	2015-12-02	2022-01-01
Equipment Loaner Program	2017-08-30	2022-01-01
Life Membership	2018-12-05	2023-01-01
Member Recognition (updated)	2018-12-05	2023-01-01
Meetings	2020-09-30	2025-01-01
Media	2020-09-30	2025-01-01
Emergency Response Coordinator	2021-03-31	2026-01-01
Leadership Working Group R1	2021-05-05	2026-01-01
Non-harassment	2021-06-30	2026-01-01
Activity Coordinator	2021-09-01	2026-01-01
Club & Estate Equipment Sales	2021-10-06	2026-01-01
Conflict of Interest	2021-10-06	2026-01-01
Transition of authority	2022-01-04	2027-01-01
Officers & Directors On-Boarding Policy	2022-01-04	2027-01-01

<u>Job Description</u>	<u>Approval Date</u>	<u>5-year review</u>
Public Information Officer	2015-08-19	2022-06-01
Club Information Officer	2015-08-19	2022-06-01
Director	2016-08-02	2023-06-01
Secretary	2016-08-02	2023-06-30
Financial Officer	2016-10-05	2023-06-30
President	2016-11-30	2024-06-30
Vice-president/President Elect	2016-11-30	2024-06-30
Chairman of the Board of Directors	2016-11-30	2024-06-30