

CCARC President

1. Introduction:

- a. The president is the principal executive officer of the corporation.
- b. The club leadership position succession plan is vice-president, **president**, past president with commensurate duties and responsibilities assigned over the 3-year period.
- c. Familiar with and ensures awareness and compliance of all members with the club bylaws, position descriptions, policies, procedures, leadership task matrix, and the purpose and goals statement.

2. Duties and Responsibilities:

- a. Responsible for all of the business and activities of the club.
- b. Establish and maintain a positive and personal relationship with all members, officers and staff of the club.
- c. Delegates the appropriate authority to elected or appointed club members to perform their assigned duties.
- d. Responsible for establishing and maintaining a positive relationship with other ham radio clubs and the community in general.
- e. Required to attend all board of directors and general meetings.
- f. Ensures proper decorum is maintained at club meetings.
- g. Coordinates issues and matters in a timely manner that come up between board of director meetings that need an immediate response.
- h. Counsels and coaches other elected or appointed members on the performance of their assigned duties to ensure the continued success of the club. Takes action when necessary to ensure the same.
- i. Ex-officio member of all club committees and working groups.
- j. Participates in one or more club activities annually to stay current in club operations and connected to the members.
- k. Performs tasks as identified in the Leadership Task Matrix.
- l. Performs other duties as required.

3. Supervisory Controls:

- a. The CCARC president is ultimately accountable to the Board of Directors and the membership of the club.