

## **PROGRAM COORDINATOR**

The Program Coordinator is responsible for:

- Receiving suggestions and ideas for monthly meeting programs from members.
- Identifying and securing presenters and/or media presentations.
- Scheduling programs.
- Securing needed equipment and resources for programs.
- Making the BoD aware of any financial resources needed for programs.
- Recruiting other members for a Program Committee if deemed necessary to carry out the above responsibilities.

The Vice-President, Earle Hancock KM4ISN, has accepted the appointment as Program Coordinator for the year beginning with the March 2016 membership meeting, and ending with the February 2017 membership meeting.

## **“COOKIE MONSTER” COORDINATOR**

The Cookie Monster Coordinator is responsible for:

- Recruiting “Cookie Monsters” for each monthly membership meeting.
- Providing each volunteer Cookie Monster with information concerning quantity of cookies and soda needed for their meeting.
- Providing each volunteer Cookie Monster with the information needed to set up the refreshment area for the membership meeting.
- Assuring that there is sufficient club coffee at the meeting site for the next membership meeting.
- Assuring that the club has a sufficient number of hot and cold drink cups for the next meeting.
- Receiving unopened packages of cookies, unopened bottles of soda and unused cups after each membership meeting, to be passed on to the person responsible for the next meeting.
- Authorizing the volunteer Cookie Monster to purchase needed supplies for their meeting.
- Presenting receipts to the Treasurer for reimbursement.

Bob Averitt WA3EWK has volunteered to be the Cookie Monster Coordinator for the year beginning with the March 2016 membership meeting, and ending with the February 2017 membership meeting.

## **SPECIAL EVENTS COORDINATOR**

The Special Events Coordinator is responsible for:

- Recruitment of volunteers for Radio on the Square, Radio Rodeo, and Field Day.
- Working with the Technical Coordinator to assure that club equipment needed for the events is available and functional.
- Working with club members to secure needed non-club equipment.
- Developing work schedules for set-up, operation and break-down for each event.
- Providing leadership to event volunteers.
- Working with Public Relations and Outreach Coordinator to assure the public is informed of the events.
- Returning club equipment to storage.
- Advising the Technical Coordinator of any work that needs to be done on equipment used during and event.
- Making the BoD aware of financial resources needed for events.

George Briggs K2DM has volunteered to be the Special Events Coordinator for the year beginning with the March 2016 membership meeting, and ending with the February 2017 membership meeting.

## **COMMUNITY SERVICE COORDINATOR**

The Community Service Coordinator is responsible for:

- Securing leadership for Camp Villages, the Emergency Communications Team, and the various “walks” and similar events.
- Working with the identified leadership to recruit volunteers to staff events.
- Working with the Public Relations and Outreach Coordinator to make the public aware of the clubs community service work.
- Making the BoD aware of financial resources needed for events.

A volunteer for Community Services Coordinator is needed for the year beginning with the March 2016 membership meeting, and ending with the February 2017 membership meeting.

Larry Russo K3TFU has volunteered to lead the Camp Villages event.

## **EDUCATION COORDINATORS**

(Technician – General – Extra)

Each Education Coordinator is responsible for:

- Determining the need for a training class.
- Determining the class format.
- Setting dates for a training class.
- Requesting assistance from the club President in securing the needed space.
- Securing needed equipment.
- Making arrangements for needed printed material.
- Recruiting instructors.
- Making the BoD aware of financial resources needed for classes.

Three Education Coordinators are needed; one for each license level for the year beginning with the March 2016 membership meeting, and ending with the February 2017 membership meeting.

## **TECHNICAL COORDINATOR**

The Technical Coordinator is responsible for:

- Maintaining an accurate inventory of club equipment.
- Assuring that club equipment is in good repair.
- Recommending to the BoD additional equipment needed, equipment upgrades, and repair work that needs to be done.
- Recommending to the BoD club property to be disposed of due to obsolescence or being non-functional and beyond repair.
- Making the BoD aware of financial resources needed to carry out responsibilities.
- Recruiting and leading members constituting a Technical Committee, if deemed necessary or desirable.

A Technical Coordinator is needed for the year beginning with the March 2016 membership meeting, and ending with the February 2017 membership meeting.

## **PUBLIC RELATIONS AND OUTREACH COORDINATOR**

The Public Relations and Outreach Coordinator is responsible for:

- Developing and updating display material for such events as the hurricane, technology and outdoor expos.
- Recruiting members to staff information tables at such public events as identified above.
- Publicizing monthly programs, special events, licensing classes, and community services activities.
- Developing and maintaining relationships with media personnel.
- Making the BoD aware of financial resources need to carry out responsibilities.

A Public Relations and Outreach Coordinator is needed for the year beginning with the March 2016 membership meeting, and ending with the February 2017 membership meeting.

## **HOLIDAY PARTY COORDINATOR**

The Holiday Party Coordinator is responsible for:

- Planning the Holiday Party to be held in lieu of the regular membership meeting in December.
- Recruiting members as volunteers for set-up and clean-up.
- Recruiting volunteers to assist in food preparation.
- Arranging entertainment.
- Training the Holiday Party Coordinator for next year's party.
- Making the BoD aware of financial resources needed for the party.

A Holiday Party Coordinator is needed for the December 2016 holiday party, and a second person is needed for the December 2017 holiday party.