

CARA POLICY MANUAL



September, 2017

The registered office of the Association shall be:
McCarthy Tetrault – Attention Mr. Tim Ellam, VE6SH
3300 421 – 7 Avenue SE
Calgary, AB T2P 2J2

The postal address of the Association shall be:
Calgary Amateur Radio Association
P.O. Box 30423 Chinook, Calgary, Alberta, T2H 2W1

Introduction:

Bylaws provide an overall governance framework and form the basis from which **policies** can be developed. **Policies** are set by the club's executive to provide a means of delegating authority in order for **projects** to be accomplished. Within projects, **procedures** follow the club's policies.

While CARA is not a business, has no paid employees, and does not operate under a profit motive, there is a need for accounting of funds and inventory, general and casino fund budgets, an executive that meets on a regular basis, the maintenance of a system of communications with members (website, Key Klix, etc.), regular meetings with updates on club activities and interesting programs, periodic election of directors, and an AGM (annual general meeting). This policy manual is intended to facilitate the above requirements.

Annual Checklist

The following is a checklist of matters that must be attended to on a proactive, scheduled basis during the course of a “business year”.

Item	Description	Requirements
Fiscal Year & Membership Year	September to August	<ul style="list-style-type: none"> Membership dues are required by September 1 of each year
Membership Meetings	Practice has been for monthly meetings (regular day of month) except July, August and December.	<ul style="list-style-type: none"> Bylaws do not require any membership meetings except the AGM Membership meetings require 21-day notice.
Board Meetings	Frequency and duration determined by the board	<ul style="list-style-type: none"> Directors require 48-hour notice of a Board meeting.
Financial Statements	Financial statements published annually on the CARA website and optionally in Key Klix	<ul style="list-style-type: none"> The Societies Act requires audited annual financial statements presented at AGM and as part of Annual Filing. Bylaws require Treasurer to make financial reports at Board meetings if requested.
Annual General Meeting	To be held every October	<ul style="list-style-type: none"> Must be held at least once every calendar year and within 15 months of previous AGM. Societies Act requires providing audited financial statements.
Annual Filing	June Any change in directors or officers requires Alberta and AGLC notification	<ul style="list-style-type: none"> Required under Societies Act each year. Includes a list of directors and audited financial statements. A change of directors or officers, or registered address must be filed within 30 days.
Election of Directors	Annual General Meeting	<ul style="list-style-type: none"> Held at every second AGM. Bylaws allow for existing directors to remain in office until the next election. Bylaws require any temporarily appointed directors to stand for election at the following AGM.
Audit	Audited statements are required.	<ul style="list-style-type: none">
Minutes	Minutes should be posted on the CARA website within 30 days.	<ul style="list-style-type: none"> Bylaws: Secretary is to record all votes and attend and keep minutes of all meetings (membership and Board) in a record book.
Bylaws and Constitution	Constitution registered 1956. Bylaws registered 2010 – available on CARA website.	<ul style="list-style-type: none"> Societies Act requires that constitution and bylaws be provided to all members if requested.
Key Klix	It has been our practice to publish Key Klix monthly from September to June.	<ul style="list-style-type: none"> Established as official publication in 1965 but existed before that date Bylaws do <i>not</i> require publishing any newsletter.

Item	Description	Requirements
Policy Manual	Maintain and publish on CARA website	<ul style="list-style-type: none"> There is no Bylaw requirement for policies to be approved by membership vote. However, Bylaw 24 provides that the members may create rules which limit the powers of directors and officers. (This was done prior to 2010.)
Budget - General	General Budgets are set for the fiscal year and typically approved in September.	<ul style="list-style-type: none"> The bylaws do <i>not</i> require CARA to have a budget, or to seek membership approval of a budget, or to report to members on budget status.
Budget – Casino Funds and Projects	Project budgets run for a Casino cycle.	<ul style="list-style-type: none"> The bylaws specify conditions for the disposal of Casino Funded assets should CARA dissolve. Casino funds should normally be spent within 24 months.
Strategic Plan	Done occasionally by club or sections in past	<ul style="list-style-type: none"> Not required by bylaws but is normal practice for many organizations.
Payment Schedule	Maintain a list of all regular and annual payments required (e.g. rent, insurance, etc.)	

Election of Executive Committee Officers:

The election of the Executive Committee officers and directors shall be held at the Annual General Meeting in October, after prior notice to members.

The President, even as a candidate, may preside at the election meeting. A nominating committee may present candidates, and nominations may be made during the election meeting. Voting shall be by secret ballot with a single ballot for each position. Each winning candidate shall be decided by a majority vote of the Full Members present, except that the President may declare a single nominee elected by acclamation. Ballots shall be counted by scrutinizers approved by the Full Members present. Ballots will be immediately destroyed after a carried motion to destroy the ballots.

Code of Conduct:

- Members shall be familiar with and uphold the objectives of CARA as described in its Constitution, comply with its bylaws and policies, and treat each other in such a way as to foster positive working relationships.
- Directors should avoid conflicts of interest, be well versed and up to date with club policies, be aware of legal and functional responsibilities, and regularly participate in meetings, which includes providing minutes in a timely fashion.

Conflict of Interest:

- A director is in a conflict of interest when there is the potential to favor personal interests, or those of other people, over the interests of the organization. Options for dealing with a conflict of interest include restricting the individual's involvement in decision making. The Board should provide a record of steps taken in such cases in Board minutes and other relevant documentation.

Membership Fees:

- i. The membership year is to be the same as the fiscal year: September 1 to August 31.
- ii. The Board of Directors may, by resolution, fix annual or special membership fees and the times and means by which such fees shall be paid.
- iii. Fees for all classes of membership shall be determined by the Board of Directors and approved by a majority vote at a general membership meeting of the Society.
- iv. The Board of Directors may vote to waive a membership fee in light of services performed on behalf of the club.
- v. For prospective hams who have registered for CARA's basic or advanced certification class, the first year's membership and initiation fees will be waived.

Schedule of Fees effective 2010:

New member including initiation Fee (one-time fee)	\$50.00
Full membership Fee	\$35.00
Senior full membership (over 65)	\$30.00
Family membership (same email)	\$15.00
Associate membership (unlicensed) **	\$30.00
Student membership (18 or under & in school)	\$25.00
Registered CNIB Members	\$00.00

An initiation fee is charged for persons becoming Full Members for the first time and shall include an engraved name badge with call sign.

Initiation fee is waived for lapsed members for 12 months if they wish to rejoin. (Policy set by Board decision March 2014)

** An Associate member has the rights and privileges of a full member, except they cannot exercise a vote on any business, or hold a position on the executive.

Membership and Board Meetings:

The Annual General Meeting (AGM) will take place in October of each year.

There will be an annual schedule of membership meetings set in advance. The schedule of Board meetings is at the discretion of the directors but should occur at least once every two months.

Membership meetings may include a business meeting or a program meeting, or both. Business meetings and Board meetings will follow Roberts Rules of Order in all cases where they are applicable and consistent with the bylaws. Agendas for board meetings must be set and communicated to invitees 48 hours in advance. Meeting minutes must be recorded and communicated to members on a timely basis and must include:

- i. All motions (except withdrawn motions), the name of the mover, and their resolution
- ii. A list of those persons participating and reference to any reports or presentations.

All business decisions made at meetings will be made through motions and recorded in the minutes. Board meetings are not generally open to the members unless invited to attend, usually to make a presentation. Business and board meetings may be held by audio or video conferencing at the discretion of the board provided this technology is acceptable to all attendees.

The order of business for a business meeting shall be:

1. Call to order
2. Introduction of guests
3. Moment of silence for recent Silent Keys
4. Consideration of agenda
5. Adoption of minutes of previous meeting and/or comments or questions relating to the minutes
6. Business arising out of the minutes
7. Correspondence
 - Reports of Officers (only if necessary)
 - i. Secretary
 - ii. Treasurer
 - iii. Membership Coordinator
 - Committee Reports
 - i. Standing Committees
 - ii. Special Committees
8. Old Business
9. New Business
10. Adjournment

Planning and Budgeting:

The Board will develop a **CARA Strategic Plan** at least once every three years.

- i. The Strategic Plan will be approved by the membership.
- ii. The Strategic Plan will include a concise set of goals the Association seeks to achieve (including at least some measurable objectives) and the strategies or means through which it will seek to achieve these goals.
- iii. The Board will evaluate performance against the Strategic Plan annually and report to members.

The Board will develop a **general (administrative) budget** for each fiscal year.

- i. The general (administrative) budget should be approved by the membership.
- ii. The budget should be balanced, with the board using its discretion to reallocate funds as deemed necessary.
- iii. Funds will be designated for regular operations and ongoing projects
- iv. The budget status may be reported by the treasurer in general meetings and/or on the website so to allow members to ask questions

Membership Reporting and Communication:

Types of Communication

- i. *Official* communications includes all membership and other reporting required by the bylaws, matters of advocacy, or as otherwise defined by policy. It is considered the responsibility of the board and includes: statements to the public, media, or other organizations made only by the President or the Secretary unless otherwise authorized by another Director. The board will ensure that all e-mail inquiries received at CARA's executive e-mail address will receive prompt attention and an appropriate response.
- ii. *Authorized* communications are those matters within a specified scope where a member has been authorized by the Board to communicate on its behalf. An example would be communications from the person assigned to organize an event on behalf of the Association.
- iii. *Informal* communications are all other communications and do not comprise official or authorized communications. Informal communications, which support CARA goals and activities, are encouraged.

Expected Communications

1. Members should expect to receive via e-mail and/or find readily available on the CARA website:
 - i. An advance schedule of membership meetings (business and program) and events and, where applicable, an agenda or description of content.
 - ii. Publication of the three-year Strategic Plan and the annual Business Plan and budget.
 - iii. Minutes of all business and Board meetings.
 - iv. A narrative report from the President on CARA activities, opportunities and issues at least four times per year.

2. Expected Use of Official Media (website, Key Klix, e-mail, social media):

- i. The primary and official means of timely member communication will be the Website, which will be kept up to date and relevant to current and ongoing activities. Key Klix shall be available for distribution to members a minimum of seven (7) days before a General or Annual General Meeting. The newsletter (Key Klix) will be published at least four times a year.
- ii. Official communications and the newsletter will be archived and maintained on the website and backup facilities in order to document the history of the Association and its activities.
- iii. Members will be encouraged to subscribe to and the club will provide e-mail alerts of events and changes in website content. These alerts will be managed responsibly.
- iv. The Board will decide which website content is to be made available to non-members.

Planning and Budgeting – Casino Funded Assets and Projects:

CARA maintains assets for use by members, other radio amateurs and as a community service. These assets include fixed and portable systems for local, regional and global communications. The main source of funding to build, maintain and administer these assets is Casino funding provided by application to the Alberta Gaming and Liquor Commission (AGLC).

From time to time, typically but not necessarily every eighteen months, CARA participates in a Casino and receives funding. This funding is applied to projects that take place across multiple calendar and fiscal years, and is managed in accordance with AGLC requirements. Planning and budgeting for these projects is conducted separately from CARA's planning and budgeting for its general operations. However, the Board is responsible and accountable for:

- i. Oversight of this program, and ensuring that approved projects are implemented in accordance with the relevant government administrative policies and regulations pertaining to Casino funding, as well as CARA bylaws.
- ii. Ensuring alignment between its Strategic Plan, Business Plan and Casino funded program of projects.
- iii. Obtaining input for Casino funding applications, keeping membership informed about the status and progress of the program and clearly describing Casino-related activities in its financial statements and reports.
- iv. Encouraging member participation in these projects and the Casino event.

BUDGET

1. Budget proposals for Casino, Committees, groups, functions and operations shall be submitted to the Treasurer no later than June 30 each year. Budgets are subject to review at a Special Executive Committee meeting held early in September.
2. The CARA budget proposal shall be published in the September edition of Key Klix and shall be presented at the General Meeting in September for approval.
3. Original submission approvals may be modified during the year, provided that the Executive Committee receives prior notice of the purposes for the changes, and that the costs remain within the allocation.

Special Interest Groups within CARA:

In 2010, CARA no longer officially recognized specific “sections” within the broader organization. These included CARATELS, the DX Section, the Digital Section, ATV Section, CNIB Section and the VHF Section. Nevertheless, several of these special interest groups continue to meet and consider themselves part of CARA. CARA recognizes these special interest groups (SIGs) with the understanding that in order to be a member, individuals must first become a member of CARA. With this understanding, the SIGs may:

- i. Make use of the CARA name, logo, and club facilities as approved by the Board
- ii. Apply to the CARA Board for funding of projects, with the understanding that all assets remain the property of CARA and must comply with AGLC regulations when using Casino funds
- iii. Conduct meetings so as to not interfere with CARA general meetings
- iv. Receive no funding from CARA for the rental of meeting facilities, food and beverage, etc.

Remote HF Station(s):

CARA promotes and permits the use of its HF remote station(s) as follows:

- i. Access will be granted only to members of CARA with a valid advanced Amateur Radio certificate and call sign
- ii. For transmitting privileges, the remote operator must be approved by the Club Facility Station Coordinator, having demonstrated sufficient knowledge and capability to properly control the station
- iii. May be denied operating privileges by the Club Facility Station Coordinator or call sign trustee for misuse or improper conduct
- iv. The Club Facility Station Coordinator may determine additional operating procedures as deemed necessary.

Asset Management:

1. The Board will appoint an Equipment Manager, whose duties will include:

- i. Maintaining an accurate and up to date inventory of all equipment, regardless of use or location.
- ii. Provide an annual equipment inventory report to the Treasurer every August. This report will categorize equipment in a standard format set by the Board.
- iii. Reporting to the board when requested.

2. Use of assets by members:

CARA encourages its members to employ its systems of use in providing community service and enjoying amateur radio. Members must use CARA's systems and equipment for their intended purpose, and within policies and procedures provided by the Association.

3. New Projects:

- i. Each project will be assigned a project manager, with authority delegated to conduct the project so as to achieve its purpose within its scope and budget. The project manager is responsible for providing or organizing the necessary volunteer effort and is accountable for its successful completion.
- ii. The equipment manager will be informed of all new equipment purchased or obtained so as to keep an accurate inventory.
- iii. Where for various legitimate reasons a project cannot be completed or is no longer desired, the project manager will schedule for closing the project, whereby documentation is provided to the board. The documentation should contain reasons for discontinuation, a list of items that may be repurposed, and detail of unused budgeted funds. The Board may then reallocate resources in an appropriate manner.

4. Purchasing equipment or services:

- i. When equipment or services are purchased by a project manager, payment will preferably be made directly by the club using an authorized cheque.
- ii. Personal funds may be used provided they have been pre-approved by the treasurer.
- iii. All equipment purchased and received must be recorded in the accounting system by the Treasurer, and entered into the equipment inventory with an asset tag by the Equipment Manager before it is used. This should be done within three days of receipt.

Disposal of Assets:

All CARA equipment purchased with casino funds will be approved by the AGLC for disposal. After AGLC approval, equipment will then be sold in the following manner.

- i. Be advertised on the CARA website and optionally in Key Klix for one month, for purchase by CARA members only, stating a minimum bid.
- ii. Have offers submitted in sealed bids to the Treasurer, and

- iii. If not sold, be put up for sale at a flea market and/or be available for sale to non-members.

Insurance and Risk Management:

- i. CARA employs sufficient procedures to ensure adequate insurance coverage for its activities, events, etc.
- ii. CARA maintains sufficient property and liability insurance covering its assets and activities. The CARA Board will determine annually which equipment assets may be self-insured.

Financial Policies:

1. CARA will maintain separate bank accounts and financial accounts for (a) general operations and (b) Casino Funded Projects. This policy applies to both.
2. All expenditures, unless otherwise approved by the board, must comply with budgets. They must be supported by invoices, receipts, and proper approvals.
3. All payments will be made by cheque containing the signatures of two signing officers.
4. The board will authorize up to four signing officers from among the directors.
5. Signing officers cannot sign cheques payable to themselves
6. The Board may, at its discretion, reimburse members for out-of-pocket expenditures incurred while participating in club activities for which such reimbursement has been pre-approved.
 - i. Reimbursable Out-of-Pocket expenses include meals, travel and lodging. Reimbursement will be made through a procedure established by the Board and provided to the member prior to any expense being incurred. Where applicable, these procedures must comply with regulations and policies required of Casino Funding eligibility.
 - ii. CARA does not and will not pay any member, director or officer for their time or services. All effort expended by members, directors and officers is voluntary.

Auditing:

1. The Fiscal Year shall be September 1 through August 31.
2. The Executive Committee shall appoint two (2) Full members who are not members of the Executive Committee, or employ a qualified accountant, to audit the accounts and records of CARA at the end of each fiscal year. The results of the audit shall be presented to the Annual General Meeting in October.
3. The financial account and records of CARA may be inspected by any Full Member at the Annual General Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the officer holding the records. Each member of the Executive Committee shall at all times have access to all financial records.

AFFILIATION:

CARA shall affiliate with the Radio Amateurs of Canada (RAC)

AWARDS:

The Executive Directors are responsible for the following awards:

- i. Amateur of The Year
- ii. Members Certificate of Merit
- iii. Letter of Appreciation

Award requirements:

Amateur Of The Year:

This is an individual award to a CARA member in good standing who has performed outstanding service, giving of his or her time and effort unselfishly on behalf of CARA and its members. This award can be presented to a full, retired or licensed family member. Award is for preceding year, and not the year presented.

Certificate of Merit:

Can be presented to a member or members of CARA in good standing for outstanding commitment and service. Examples include a person or group who has taken on and finished a project or simply dedicated himself or herself to CARA and its ideals. Award is for preceding year, and not the year presented.

Letter of Appreciation:

Awarded to an individual member in good standing for outstanding ideas, sizable donations or donation of equipment. Award is for preceding year, and not the year presented. However, the CARA Executive may also present a letter of appreciation throughout the year to businesses or anyone deemed worthy.

Stampede City Award:

Available to any qualified Amateur Radio operator or short wave listener (SWL) obtaining from outside of Alberta ten (10) points for contacts or SWL reports to Calgary Amateurs on any band or mode from January 1, 1962, and subject to:

- i. Calgary Amateur residing within the Calgary city limits. One (1) point
- ii. A current CARA member residing within the Calgary city limits. One (1) point
- iii. A Life Member of CARA, anywhere. Two (2) points
- iv. VE6AO or VE6NQ two (2) points

For a VE6 station operating portable or mobile outside the province of Alberta, send log information to the Award Administrator and

- i. if a Canadian Amateur, CDN \$5.00 or
- ii. if a non-Canadian Amateur, USD \$5.00

The Custodian of the Stampede Award shall:

- i. Verify applications received for validity of claims
- ii. Maintain records of the contacts for the Stampede City Award
- iii. Send the awards without delay
- iv. Submit award recipients for publication in KEY KLIX and
- v. Present an annual report at the Annual General Meeting

CARA Crest:

The official logo of CARA shall be:



- i. That which is printed on the cover of January 1993 issue of Key Klix bearing the call sign VE6NQ.
- ii. Be affixed to all official documents, bulletins, stationery or artifacts if suitable, and
- iii. Be altered only with the approval of the Executive Committee.

Donations:

If a donation from CARA to another organization or person is approved by the Executive Committee, it shall be brought to the next General Meeting for approval by the members.

Event Participation:

1. Any organization with an event in which CARA officially participates must allow one or more CARA members to attend all relevant organizational meetings in order to receive approval and to recruit CARA volunteers.
2. Following approval by the Executive Committee, each event shall be published on the Website and optionally archived in Key Klix. Events approved in any one CARA year are considered to be sanctioned for succeeding years, subject to review and approval by the Executive Committee.
3. Only CARA members participating in events approved by the CARA Executive Committee shall be covered by the CARA liability insurance policy. Approved events will be determined on an annual basis.
4. Events not officially sanctioned by CARA may be advertised on the website and/or Key Klix, provided it is clearly indicated that CARA is not an official participant in the event.

Executive Powers:

The Executive Committee is empowered to make any expenditure they deem appropriate in the interests of CARA up to a limit of Five Thousand Dollars (\$5000.00) of non-budgeted funds in the General Account in any one association year. Any expenditure in excess of this amount in an Association year must be approved by a majority vote of the members present at a duly constituted General or Special meeting of the Association.

Minutes:

Minutes of the General and Executive meetings shall be posted to the Website, and the reading of these minutes shall be omitted at the General meeting. For archival purposes, the minutes may optionally be included in Key Klix.

Motions:

As a matter of expediency in handling Club business affairs, and to facilitate proper Parliamentary procedure, all motions under New Business that do not cover day-to-day operations of the Club, shall first be submitted to the Executive meeting prior to the General Meeting.

Standing Committees:

The Executive Committee of CARA appoints standing Committees. They report to the Executive and, when requested, to the members at a General Meeting. The appointments are for the Association year, unless stated otherwise, and they may be reappointed at the beginning of the Association year. Standing Committee Chairpersons shall have the right to add to their

committee from any member in good standing.

Coordinator, Manager and Advisor Positions:

Education Coordinator

1. Recommends licensing classes (basic and advanced) that conform to the demand from the general public. This includes recommendations to the CARA executive for the following:
 - i. Teachers and mentors
 - ii. Venues and timetable for classes and examinations
 - iii. Textbooks and other resource materials
2. Soliciting interest in courses and other educational programs from the general public, including universities, community colleges, and high schools
3. Marketing CARA's educational programs via CARA's Website, Field Day, and other appropriate means
4. Determine if there is interest in other types of courses, such as weekly special interest classes or one-day seminars
5. Submitting a budget that reflects real costs associated with marketing and hosting classes, as well as potential income for the club from course fees
6. Providing feedback on educational programs via CARA's Website as to why people are seeking their amateur radio license, what they thought of a particular course, and the value of membership in CARA for newly licensed amateurs.

Equipment Manager

1. Maintains a spreadsheet of all CARA equipment, including location and status (condition and disposition).
2. Reports to the Executive Committee annually prior to the Annual General Meeting.

Club Repeater Facility Coordinator

1. Creates and maintains an environment and activities that engage and foster the development of the skills and interests of CARA members in the Club Repeater Facilities use and care.
2. Coordinates the use and management of CARA's repeater facilities in and around the Calgary region.

3. Is the CARA Point of Contact for matters relating to the operation and maintenance of Repeater Sites, in accordance with agreement or lease between CARA and the site owner(s).
4. Prepares and recommends to the CARA Executive on a project basis the operational expenditures for existing CARA Repeater Sites to sustain effective use and operation.
5. Provides and recommends to the CARA Executive on a project basis the budgetary requirements for new CARA Repeater Facilities.
6. When requested, provides the CARA Executive with reports of Project to Plan Progress.
7. Creates and makes available current documentation of radio equipment, antennae, associated accessories and ancillary systems and their operational parameters and requirements.
8. Identifies and defines sub-roles within the scope of the Club Repeater Facility Coordinator's role and takes charge or leads in the execution of Club Repeater Facility matters by club members.

Club Station Facility Coordinator

1. Creates and maintains an environment and activities that engage and foster the development of the skills and interests of club members in the Club Station Facility use and care.
2. Has overall coordination of the use and management of CARA's Club Station Facility located at the Calgary Sports Car Club's (CSCC) building and grounds at 4251 - 80th Ave NE, Calgary.
3. Is the CARA Point of Contact for matters relating to the operation and maintenance of the CSCC building and grounds in accordance with the lease agreement between CARA and CSCC.
4. Prepares and recommends to the CARA Executive on a project basis operational expenditures for existing CARA facilities to sustain effective use and operation.
5. Provides and recommends to the CARA Executive on a project basis the budgetary requirements for new CARA Facilities to be assigned or fixed to the Club Station to sustain effective operation.
6. When requested, provides the CARA Executive of scheduled reports of Project to Plan Progress.
7. Creates and makes available documentation of radio equipment, antennae, associated accessories, and ancillary systems and their operational parameters and requirements.
8. Identifies and defines sub-roles within the scope of the Club Station Facility Coordinator's role and takes charge or leads in the execution of Club Station matters by Club Members.

Historian

1. Maintains custody of all CARA records and publications
2. Collects photos, tapes, films, news reports and publications for historical records
3. On behalf of CARA accepts amateur radio artifacts of historical interest until their disposition can be arranged by the Executive Committee
4. Compiles an historical record of CARA & amateur radio in Calgary and district
5. Prepares items of historical interest for publication in Key Klix

Humanitarian

1. Maintains a list of ill and hospitalized members
2. Arranges visitations if appropriate
3. Determines whether assistance is needed
4. Sends greetings from CARA to those hospitalized and gifts to those who have returned after lengthy hospital stays.
5. Reports on the condition of CARA members at General Meetings and on regular Traffic Nets.
6. Maintains and updates the CARA Memorial Plaque. A criterion for a Silent Key to be placed on the Memorial Plaque is to have been a member of CARA for a minimum of 5 years.

Key Klix

The Executive Committee shall appoint the following:

Editor who shall:

- i. Notify all copy submitters about the format and requirements for publication.
- ii. Receive, arrange and provide a copy seven (7) days prior to a CARA general meeting.
- iii. Forward all bills and invoices to the Treasurer.
- iv. Report to the Executive Committee when requested.

Assistant Editor who shall:

- i. Assume editorial duties when necessary.
- ii. Assist with the duties and responsibilities of the editor.

Advertising Manager who shall:

- i. Solicit advertising copy for each issue
- ii. Forward the copy to the editor
- iii. Invoice the customer, and receive the collections and forward them to the CARA Treasurer

Legal Advisor

Provides legal advice on matters related to CARA activities

RF Susceptibility Manager

1. Provides assistance to radio amateur in locating and eliminating interference.
2. Provides technical assistance to amateurs' stations causing interference to others.
3. Establishes and maintains relationships with Innovation, Science and Economic Development Canada (ISED), the City of Calgary, TV associations, utilities and other communications systems.
4. Maintains records of concerns and actions taken.
5. Keeps good public relations as a primary objective.

Social Coordinator

1. Organizes activities at appropriate times during the year.
2. Provides an annual budget to cover required social activities.
3. Is entitled to a cash advance prior to events from budgeted funds.

Station License Custodian

1. Holds a fully qualified amateur radio operator certificate so that no restriction may be placed on the operation of a CARA station.
2. Authorizes all use of the Station Licence prior to operation.
3. Has full control over the use of the Station License including the right to close down operation for due cause.
4. Maintains station logs.
5. Requires that the regulations of Innovation, Science and Economic Development Canada (ISED) are followed.

Tube Bank Custodian

1. Receives donations of radio tubes from all sources including businesses and amateurs.
2. Distributes tubes upon request equitably and without charge only to CARA members for their own use.
3. Requires the approval of the Executive Committee of CARA before the disposal of surplus stock.
4. Accepts donations from non-CARA members in exchange for distributing tubes to non-members. Moneys are forwarded to the CARA Treasurer for use in the general fund.

CARA Website

The CARA Website is a window for local and outside Amateurs to see what the CARA club is and what it does. It is therefore important that the CARA Website be maintained so as to provide the world with an appropriate view of CARA's activities as a local Amateur Radio Association and not a vehicle for points of view, political or otherwise. It is the responsibility of the CARA Executive to set the policies of what the Website displays, and not the appointed Webmaster. All changes to the Website should be approved by the CARA Executive Committee.

Roles and Responsibilities:

The Website Owner/Publisher (the CARA Executive):

1. Takes overall ownership of the website and the messages it delivers.
2. Provides directives in writing when necessary to the Webmaster.
3. Responds in a timely manner to requests from the Webmaster.

The Webmaster:

1. Must follow advice from the CARA Executive on changes to the Website or Website operation.
2. Administers the web server and ensures it is always operational and functioning properly.
3. Removes outdated information, pages and links.
4. Consults with the CARA Executive concerning information that may not be suitable for publication.
5. Insures all who submit any items or coding for use within the website are aware of the policy on copyright and are willing to comply with it.

Website Content:

A general guideline for determining the appropriateness of website content is that it must be informational to the target audience and 100% factual. Opinion based, editorial items are not, in general, suitable for publishing on the website.

Copyright Rules

It is a necessity for the efficient operation of the CARA Website that CARA never becomes dependent on others who hold copyright on submitted items. Therefore, as a condition of CARA accepting any coding, text, photographs or graphics from anyone, that person must grant CARA a no time limit permission of that material.

CARA Casino Coordinator

The CARA Casino coordinator is to be appointed annually by the Executive Committee in time to allow for the coordinator to make necessary prior arrangements for upcoming Casinos.

Duties of the Casino Coordinator:

1. Identify and insure all documentation, agreements and licenses, in accordance with the AGLC, are looked after in a timely manner.
2. Identify, select and make arrangements for Casino Advisors.
3. Recruit volunteers from CARA for the Casino event.
4. Upon completion of the Casino look after Volunteer Thank You and insure the "pooling agreement" is signed and returned.
5. Update and maintain "Casino Guidelines" document for the future Casino Coordinator.

CARA Membership Coordinator

The CARA Membership coordinator is to be appointed annually by the Executive Committee in order to facilitate membership in CARA. Responsibilities include:

1. Maintaining a membership database on the CARA website with name, call sign, type of membership, address, email address, date first joined, date ceased being a member and status (payment).
2. Providing receipts of payment, if not registered via the website.
3. Forwarding all membership dues received to the CARA Treasurer as soon as practicable.
4. Providing call sign badges, certificates and decals to new members.
5. Reporting membership numbers to the executive when requested.

Email Server Manager

1. Maintains CARA's email addresses and mailing lists

Social Media Coordinator

1. Promotes CARA events and accomplishments to be viewed by the general public via popular social network sites