

# CCARC Leadership Working Group – Revision 1

**1. PURPOSE:** The Clark County Amateur Radio Club Leadership Working Group's (LWG) responsibility is to ensure that sufficient written guidance exists to ensure the success of the Club. The LWG provides a venue for current and past Club leadership to work on the administrative side of Club business and therefore not encumber the Board of Directors with such details.

## **2. POLICY:**

- A. The LWG is a document formulation, review, and update working group.
- B. The output of the LWG is presented to the Board of Directors for review, approval and adoption.
- C. The LWG does not supplant the decision authority of the Board of Directors.
- D. Documents include, but are not limited to, the bylaws, purpose and goals, organizational chart, job descriptions, policies and procedures.
- E. Minimum membership of the LWG includes the current president, current vice-president, immediate past president, secretary, one current director. The president may appoint additional subject matter experts to the LWG temporarily to assist with creation of policies.
- F. The LWG normally meets monthly to:
  - 1. To review in process documents for consensus.
  - 2. Review existing documents for needed changes
  - 3. Identify needed new documents
  - 4. Respond to Board of Directors' action items
- G. The LWG will maintain a current document showing all policies in progress and adopted

## **3. IMPLEMENTATION:**

- A. Documents that have favorable consensus will be sent to the Board of Directors for their consideration.
- 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).

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Revision 1 approved on May 5, 2021 by the CCARC Board of Directors