

CCARC Activity Coordinator Policy

1. Purpose: This policy identifies the responsibilities attributed to Clark County Amateur Radio Club Activity (CCARC) Coordinators and the relationship of the Activity Coordinators to the CCARC Board of Directors.
2. Background: Activity Coordinators organize and plan CCARC events, such as Field Day, Special on the air events, and communications support for public events. Each activity, i.e., Field Day, the 90th Anniversary Special Event Station, the Veterans Parade, etc., will have a separate Activity Coordinator. One Coordinator may coordinate more than one event.
3. Assumptions:
 - (1) The Community Relations and Club Services Director manages the event planning process for public service activities and other club events, and reports on the activities to the Board of Directors.
 - (2) The Operating Director manages the event planning process for operating events and special events, and reports on the activities to the Board of Directors.
 - (3) The Activity Coordinators are appointed by the Board to plan and coordinate events.
 - (a) If the CCARC event is organized in support of another organization's event, such as a parade or marathon, the Activity Coordinator is the club's representative to the primary organization.
4. Policy:
 - (1) The Community Relations and Club Services Director will evaluate events that CCARC supports with communications to determine that the event is in the public interest and is not primarily a commercial event.
 - (2) The Activity Coordinators work with the Community Relations and Club Services Director or the Operating Director, the Public Information Officer, and officials of the supported organization (if appropriate) to plan and organize the CCARC support of the event.
 - (3) The Community Relations and Club Services director or the Operating Director and the Activity Coordinator will agree on an Assistant Coordinator for the event, and make the appointment. The Assistant will help with the planning and execution of the event and act in the absence of the Activity Coordinator.
 - (4) The Activity Coordinator is responsible for the organization, planning, budget, and implementation of the event.
 - (a) Board approval includes but is not limited to:
 - (i) Event approval
 - (ii) Event budget including additional allocations

- (iii) Calendar approval
- (iv) Event Summary Form approval for current event
- (5) The Activity Coordinator will ensure that any club equipment and resources are returned to the club at the end of the event.
- (6) The Activity Coordinator shall prepare and submit an After-Action Report/Improvement Plan to the Board that identifies the strengths, weaknesses, lessons learned, and a follow-up recommended action plan.

Approved by the CCARC Board of Directors September 1, 2021