

Note

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| The Reoccurring Obligation list is a fluid list that may change as the situation changes. Items may come and go as needed. It does not require board approval to make a change or add an item. | |
| It is a list, however, that the COB is responsible for tracking and making sure the various item are completed as noted. | |
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| Board | Date | Item | Who | Completed |
|-----------|---------------------|--|-----------------------------------|-----------|
| COB | Bi-Monthly | Preside over Executive Board Meetings | Senior Elected Board Member | |
| | Continuous | Preside over and Ensure Recurring Obligations completed | Chair BD | |
| | 31 March | Ensure completion of Club Financial Au | Chair BD | |
| | November | Awards/Ham of the Year | Chair BD | |
| | December | Present Budget Proposal during December Club Meeting | Chair BD | |
| | | | | |
| Board | As Required | Approve Expenditures not in Budget | Board | |
| | Monthly | | Executive Board | |
| | November | Slate of Nominations | Board | |
| | Annually | Inventory Club Property | 1 st Year Board Member | |
| | November | Assist COB with Club Budget for the next calendar year | Board | |
| | | | | |
| President | Monthly | Chair Club Meeting | President | |
| | As needed | Meeting of officers | President | |
| | January | Appoint Committee Chairpersons | President | |
| | After Board Meeting | Reading Board Minutes at Club Meeting/Gps IO published | President/Secretary | |
| | Monthly | Club Vote Approving Minutes | President | |
| | Tri-Annual | Appoint a committee Chair for the CCARC By-Laws Review | President | |
| | June for next year | Reserve Field Day Location | President | Sheldon |
| | January | Appoint Committees | President | |

Sheet1

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|-------------|-------------|--|----------------------|----------------|
| | | | | |
| V-President | As needed | Chair Club Meetings in absence of Pres | Vice President | |
| | | | | |
| Secretary | January | Register Club w/ Secretary of State | Secretary/Treas. | |
| | January | Advise ARRL of new Officers | Secretary | |
| | Monthly | Board Meeting Minutes | Secretary | send to Gps IO |
| | Monthly | Club Meeting Minutes | Secretary | send to Gps IO |
| | November | Club Meetings Reservations | Secretary | |
| | Dec-January | With Executive Board in-put Prepare a List of Annual Recurring Obligations | Secretary | |
| | Weekly | Check Post Office | Secretary/Treasurer | |
| | As needed | Safe Deposit Inventory | Secretary | |
| | | | | |
| Treasurer | Monthly | Financial Records | Treasurer | |
| | | Pay PO Box Rental | Treasurer | When Due |
| | | Pay Safety Deposit Box | Treasurer | When Due |
| | Weekly | Check Post Office Box for Mail | Treasurer/Secretary | |
| | As Needed | Check Safety Deposit Box | Treasurer/Secretary | |
| | February | Renew Pay ARRL Liability Insurance Policy | Treasurer | |
| | June | Renew Pay Annual DNR Lease fee for Striped & Elliis | Treasurer | |
| | As Needed | Collect Dues | Treasurer | |
| | December | Prepare Audit | Treasurer | |
| | Feb | Renew trailer tabs | Treasurer | |
| | As Needed | Welcome package to new members | Treasurer/Membership | |
| | As Needed | Update and Maintain club membership roster in the Olyham web site. | Treasurer/Membership | |
| | As Needed | Update and Maintain club membership roster in the Groups io web site. | Treasurer/Membership | |
| | | | | |

Sheet1

| | | | | |
|-----------------------|---------------|--|-----------------------------------|---------------|
| 2nd Year Board Member | As Needed | Preside over Board Meetings when COB Absent | 2 nd Year Board Member | |
| | | | | |
| 1st Year Board | | Inventory Club Property. Cargo trailer, Striped and Gunderson | 1st Year Board Member | |
| | | Manage a list of cargo trailer keys | 1st Year Board Member | Who has them. |
| | | Manage list of loaned out club equipment | 1st Year Board Member | |
| | | | | |
| Trustee | Dec each year | Maintain membership with WWARA \$5.00 annual | Trustee/Treasurer | |
| | 12-14-2033 | Renew W7FEL License | Trustee | |
| | 9-5-25 | Renew WWARA coordination for Striped | Trustee | |
| | 6-12-2021 | Renew WWARA coordination for Gunderson | Trustee | |
| | As needed | and WWARA Coordination forms posted at Striped, Gunderson, Ellis and Brigadoon | Trustee | |
| | As Needed | Prepare and file any new or modified WWARA or DNR TDS forms. | Trustee | |
| | As Needed | Negotiate DNR Lease | Trustee | |
| | As needed | Maintain 2 Control Operators for PA and Forks area. | Trustee | |
| | As needed | Control Code Training for Control Operators | Trustee | |
| | | | | |
| Webmaster | As Needed | Update and maintain club web site | Webmaster | |
| | January | Update Officers and Board Members | Webmaster | |
| | | | | |

Sheet1

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|--------------|------------|-----------------------------------|---------|---------|
| Club Members | November | Coordinate Christmas Holiday Mtg. | Members | Sheldon |
| | By 3-31-21 | Pay Dues | Members | |

Who Has What Items In Their Possession

| COB | President | VP | Sec | Treasurer | In Safe Deposit Box | 2nd Year Board | 1st Year Board | Trustee |
|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------|---------------------------------|---------------------------------|---------------------------------|
| Copy By Laws | Copy By Laws | Copy By Laws | Copy By Laws | Copy By Laws | Copy By Laws | Copy By Laws | Copy By Laws | Copy By Laws |
| Copy Operating Policies | Copy Operating Policies | Copy Operating Policies | Copy Operating Policies | Copy Operating Policies | Copy Operating Policies | Copy Operating Policies | Copy Operating Policies | Copy Operating Policies |
| Copy of Reoccurring Obligations | Gavel | | Copy Insurance Policy | Copy Insurance Policy | Set of cargo trailer keys | Copy of Reoccurring Obligations | Key Log | Copy DNR Lease |
| | Copy of Reoccurring Obligations | | Copy DNR Lease | Copy of Reoccurring Obligations | Orig Insurance Policy | | Property Inventory | WWARA TDS |
| | | Copy of Reoccurring Obligations | State | | Orig DNR Lease | | Equipment loan log | DNR TDS |
| | | | Copy FCC License | | Orig FCC License | | Copy of Reoccurring Obligations | WWARA Coord for Striped |
| | | | Safe Deposit box inventory | | | | | WWAR Cord for Gunderson |
| | | | Copy of Reoccurring Obligations | | | | | Copy of Reoccurring Obligations |
| | | | | | | | | Copy FCC License |
| | | | | | | | | Copy DNR Lease for Striped |

Change Log

| Date | Who made chan | What |
|-----------------|---------------|---|
| 1/7/21 12:26 | rfs | added change log. Font all black. Added Note sheet. |
| 2/1/21 12:00 | rfs | WWARA coordination date for striped |
| 4/18/21 1:30 PM | rfs | Added club equipment loaned responsibility to 1st year board member |
| 4/19/21 1:30 PM | rfs | Added obtaining trailer tags to Treasurer duties |
| 4/19/21 1:30 PM | rfs | Added safe deposit inventory to Secretary |
| 4/19/21 1:30 PM | rfs | Added DNR Lease Negotiations to Trustee. |
| 6/16/21 12:00 | rfs | Added "copy of reoccurring obligations" to each officer |
| 6/17/21 12:00 | rfs | Added control operator and training to Trustee |
| 4/1/25 12:00 | rfd | Changed bi-annual by law review to Tri-annual |