

# QCWA STANDING COMMITTEE ORGANIZATIONAL STRUCTURE

(Effective July 1, 2018)

## ADMINISTRATION & FINANCE COMMITTEE

**Duties: Maintain Constitution; Maintain By-Laws; Maintain Director Policy Manual; Maintain Historical Manual; Journal Editor contract oversight; Office Manager employment agreement oversight; Annual Budget oversight; Annual audit; Expenditures oversight; Dues Structure oversight; Endowment Fund oversight; Scholarship Program oversight; Financial Investment oversight; Internal Controls and Financial Accountability for Not-for-Profit Boards oversight**

| <u>POSITION</u>      | <u>MEMBERS</u>         | <u>CALL</u>   | <u>QCWA STATUS</u>    | <u>NOTES</u>                                  |
|----------------------|------------------------|---------------|-----------------------|---|
| <b>Chair</b>         | <b>Mark Wintersole</b> | <b>W5NZ</b>   | <b>Vice President</b> |   |
| Committee Member     | Charles Tropp          | N2SO          | Treasurer             |   |
| Committee Member     | Jim Perry              | KJ3P          | Secretary             | <i>Audio Recorder-visually impaired</i>       |
| Committee Member     | Joe Ayala              | K4JGA         | Director              |   |
| Committee Member     | Jeff Beals             | WA4AW         | Director              |   |
| Committee Member     | Howard Cunningham      | WD5DBC        | Director              |   |
| Committee Member     | Pete Varounis          | NL7XM         | Director              |   |
| <i>Support Staff</i> | <i>Roberta Cohen</i>   | <i>WA2FRW</i> | <i>Office Manager</i> | <i>om@qcwa.org</i>                            |
| <i>Support Staff</i> | <i>Glen Reid</i>       | <i>K5FX</i>   | <i>QCWA Member</i>    | <i>&lt;k5fx@k5fx.us&gt; Scholarship Chair</i> |
| <i>Ex-officio</i>    | <i>Ken Oelke</i>       | <i>VE6AFO</i> | <i>President</i>      |   |

## CHAPTER & MEMBER RELATIONS COMMITTEE

**Duties:** Chapter Liaison; Chapter Guidelines; Chapter Manual; Convention Manual; New Members oversight; Membership List oversight; Hamfest coordination; QCWA history oversight; Over-the air net coordination; Operating activities initiative - i.e. QSO Party; Service Awards oversight; Member Supplies oversight; Annual Convention oversight; Membership analysis;

**CHAPTER RELATIONS:** *Create a plan such that all Chapters receive at least one personal visit in a two-year period by at least one Director/Officer. All Members of this committee need to think: “QCWA Be Seen/Be Heard “ by establishing a presence at local area Hamfests. Encourage the generation of more Chapters, which will promote more Members. Attempt to personally speak with each Chapter President. Use this contact opportunity to ask for input to the QCWA Journal on a regular basis from Chapters.*

**MEMBER RELATIONS:** *Interface with individual Members. Establish a QCWA “Welcome Committee” by either personally calling each new Member or E-mailing them and welcoming them to the QCWA when they join or renew. (A personal phone call is preferred & the phone number of each can be found on the Members Only Web page under “Membership Lists” - “New Members” and “Lost Members”) This committee should also contact non-renewals and determine reason for non-renewal. When talking with the Members, be it on the phone or E-mail, ask them what we could be doing better as an organization, etc. In this era of declining membership, the necessity of becoming proactive is vital. Report findings & information back to Administration & Finance Committee so “changes” can be implemented.*

| POSITION             | MEMBERS               | CALL          | QCWA STATUS  | NOTES                                   |
|----------------------|-----------------------|---------------|--|---|
| <b>Chair</b>         | <b>Pete Varounis</b>  | <b>NL7XM</b>  | <b>Director</b>                                      | <i>Call Sign Historian</i>              |
| Committee Member     | Mark Wintersole       | W5NZ          | Vice President                                       |   |
| Committee Member     | Jim Perry             | KJ3P          | Secretary  | <i>Audio Recorder-visually impaired</i> |
| Committee Member     | Jeff Beals            | WA4AW         | Director   | <i>QCWA Historian</i>                   |
| Committee Member     | Joe Ayala             | K4JGA         | Director   |   |
| <i>Support Staff</i> | <i>Vic Culver</i>     | <i>W4VIC</i>  | <i>QCWA Member &lt; w4vic@verizon.net&gt;</i>        | <i>Certificate Custodian</i>            |
| <i>Support Staff</i> | <i>Doug Gordon</i>    | <i>W6KE</i>   | <i>QCWA Member &lt;cardboardconnie@gmail.com&gt;</i> | <i>QCWA HF Net Manager</i>              |
| <i>Support Staff</i> | <i>Richard (Rich)</i> | <i>VE3KI</i>  | <i>QCWA Member &lt;ve3iay@storm.ca&gt;</i>           | <i>Activities Manager</i>               |
| <i>Support Staff</i> | <i>Bob Buus</i>       | <i>W2OD</i>   | <i>QCWA Member &lt;w2od@aol.com&gt;</i>              | <i>QSO Party Log Checker</i>            |
| <i>Support Staff</i> | <i>Ron Fish</i>       | <i>KX1W</i>   | <i>QCWA Member &lt;ronf404@aol.com&gt;</i>           | <i>Silent Key Administrator</i>         |
| <i>Ex-officio</i>    | <i>Ken Oelke</i>      | <i>VE6AFO</i> | <i>President</i>                                     |   |

## PUBLICATIONS & PUBLICITY COMMITTEE

**Duties: Journal content oversight; Web Page content oversight; Reflector oversight; QCWA Bulletin oversight; Incoming Advertising oversight; Barter Advertising oversight; Visually Impaired Member Audio Recording oversight; Liaison with ARRL, RAC, RSGB, WIA & other national organizations regarding External Relations matters;**

| POSITION             | MEMBERS                  | CALL          | QCWA STATUS                                      | NOTES                                     |
|----------------------|--------------------------|---------------|--|---|
| <b>Chair</b>         | <b>Howard Cunningham</b> | <b>WD5DBC</b> | <b>Director</b>                                  | <i>e-Journal Oversight</i>                |
| Committee Member     | Jim Perry                | KJ3P          | Secretary  | <i>Audio Recorder-visually impaired</i>   |
| Committee Member     | Mark Wintersole          | W5NZ          | Vice President                                   |   |
| Committee Member     | Ken Simpson              | W8EK          | Director   |   |
| <i>Support Staff</i> | <i>Amber Pelletier</i>   | <i>KIAMP</i>  | <i>Contractor &lt;qcwaeditor@gmail.com&gt;</i>   | <i>QCWA Journal Editor</i>                |
| <i>Support Staff</i> | <i>Bob Roske</i>         | <i>NØUF</i>   | <i>Past President&lt;n0uf@mediacombb.net&gt;</i> | <i>Webmaster</i>                          |
| <i>Support Staff</i> | <i>Rue Stuteville Jr</i> | <i>W4RUE</i>  | <i>Member &lt;rueonamo1@cox.net&gt;</i>          | <i>Audio Recording Coordinator</i>        |
| <i>Support Staff</i> | <i>Pierre Mainville</i>  | <i>VA3PM</i>  | <i>QCWA Member &lt;va3pm@rac.ca&gt;</i>          | <i>QCWA Reflectors Administrator</i>      |
| <i>Support Staff</i> | <i>Vacant</i>            |               |  | <i>QCWA Facebook &amp; Twitter Admin.</i> |
| <i>Liaison</i>       | <i>Ron Fish</i>          | <i>KX1W</i>   | <i>QCWA Member &lt;ronf404@aol.com&gt;</i>       | <i>QCWA Journal Proof Reader</i>          |
| <i>Liaison</i>       | <i>Pete Varounis</i>     | <i>NL7XM</i>  | <i>Director</i>                                  | <i>QCWA Journal Proof Reader</i>          |
| <i>Liaison</i>       | <i>Mark Wintersole</i>   | <i>W5NZ</i>   | <i>Vice President</i>                            | <i>QCWA Journal Proof Reader</i>          |
| <i>Ex-officio</i>    | <i>Ken Oelke</i>         | <i>VE6AFO</i> | <i>President</i>                                 |   |

## QCWA YOUTH ACTIVITIES COMMITTEE

### Terms of Reference

#### Introduction

The QCWA Youth Activities committee will study the feasibility of integrating youth into the rank and file of the Quarter Century Wireless Association, Inc. (QCWA, Inc.). The youth in amateur radio today will be the successors in the long-term future of QCWA. The QCWA Board of Directors needs to know and understand the need to undertake the study of these ideas now, and implement a program that will engage and embrace the youth into QCWA.

The terms of reference are guidelines to begin the study of and outlining how the QCWA can begin engaging and working with our youth in amateur radio. This is by no means an exhaustive list that could be added to these terms of reference.

1. To study and research how the QCWA Board may integrate a youth program within the QCWA.
2. To study and present ideas along these lines, with suggestions and proposals for the QCWA Boards' consideration.
3. Work with students and their parents, both currently licensed amateur radio operators, and those who wish to become licensed amateur radio operators, by providing them ways of finding a place in QCWA and vice versa.
4. Develop a plan for amateur radio youth to enhance their ability in seeking QCWA scholarship funding.
5. Develop a plan for amateur radio youth to provide presentations during the QCWA Annual Members meeting and Forums.

| <u>POSITION</u>   | <u>MEMBERS</u>      | <u>CALL</u>   | <u>QCWA STATUS</u>                  | <u>NOTES</u>                    |
|-------------------|---------------------|---------------|-------------------------------------|---------------------------------|
| <b>Chair</b>      | <b>Carole Perry</b> | <b>WB2MGP</b> | <b>Director</b>                     | <i>wb2mgp@ix.netcom.com</i>     |
| Committee Member  | Jeff Beals          | WA4AW         | Director                            | <i>wa4aw@hotmail.com</i>        |
| Committee Member  | Jim Perry           | KJ3P          | Secretary                           | <i>jim@kj3p.us</i>              |
| Committee Member  | Pete Varounis       | NL7XM         | Director                            | <i>TwelveVDC@aol.com</i>        |
| Committee Member  | Brian Jackson       | VE6JBJ        | Western Canada ARISS Mentor         | <i>bjackson@rvschools.ab.ca</i> |
| Committee Member  | Stan Reubenstein    | WA6RNU        | QCWA Member & Boy Scouts of America | <i>stan@auroramkt.com</i>       |
| <i>Ex-officio</i> | <i>Ken Oelke</i>    | <i>VE6AFO</i> | <i>President</i>                    |                                 |