



Some Of Our Members Are Missing

A Guide for Clubs



Over 700,000 radio amateurs are reported to be licensed in the United States...

WHERE ARE THEY?



Johnny Newham decides it's time to check out the local Amateur Radio clubs.

He heads to the internet to see what clubs are in your community...



“X” Amateur Radio Club

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“Y” Amateur Radio Club

MEETING ANNOUNCEMENT

The November **1998** meeting will be held at Chi-Chi's across from Three Rivers Stadium Parking Lot A



“Z” Wireless Gang

MEETINGS

Our meetings are held at the County EOC Bunker. Use your County-issued Security badge at Gate 7, and then go through Maximum Security checkpoints C, D and E next to cell block H. Enter your 16-digit PIN to ride the elevator down to the bunker.



Somehow, Johnny manages to
attend all three meetings...



“X” Amateur Radio Club

- Doesn't advertise meeting place & time
- Meetings start late
- Meetings ramble from topic to topic but nothing ever gets decided... or done
- Everybody talks all at once but about different, unrelated topics
- Meetings go on for hours and hours
- Officers just sit there and do nothing



“Y” Amateur Radio Club

- Meetings bring up the exact same old “dead horses” every month
- Officers for life are re-elected yearly
- No activities (eating/drinking only)
- No guests/programs at meetings
- Visitors go unrecognized/neglected
- Shrinking numbers at meetings



“Z” Wireless Gang

- A fight at every meeting, guaranteed!
- One crabby member constantly finds fault with everything brought up
- Another has a tantrum and stomps out
- Never-ending bickering over trivia
- Attendees harshly criticize and publicly humiliate one another
- Members starting to dread the meetings



So, do you suppose Johnny
was impressed by these clubs?

Do you think he'll ever come back?



Don't Be Afraid To Lead

- President: Take charge of meeting
 - Start on time
 - Keep things moving
 - Use Roberts' Rules to maintain order
- Use a simple agenda – ALWAYS!
 - Important things don't get “forgotten”
 - Trivial matters don't waste time
 - Refer little things to Committee & move on



Officer Obligations

- Secretary

- **COMPLETE & ACCURATE** minutes
- Constitution & By-Laws at meetings
- Record and report on all mail & email
- Submit minutes in time for newsletter
- Keep Sick List & Get-Well cards
- Keep applications for new members



Officer Obligations (2)

- Treasurer
 - Always maintain books in readiness
 - Maintain current membership list
 - Pay all bills by due date (or discount date if applicable)
 - Custodian of Tax ID and documents
 - Pay taxes on time
 - Prepare/publish budget and status



Officer Obligations (3)

- Executive Committee
 - Meet monthly to handle routine business and minor items that would unnecessarily bog down meetings
 - Issue a full report to the members at each meeting to maintain transparency
 - Avoid “secret” meetings to the extent possible



If you don't lead
Nobody will follow.



Solutions



“X” Disorganized ARC

- Doesn't advertise meeting place & time
- Meetings start late
- Meetings ramble from topic to topic but nothing ever gets decided... or done
- Everybody talks all at once but about different, unrelated topics
- Meetings go on for hours and hours
- Officers just sit there and do nothing
- Advertise meeting place & time – a lot!
- Start meetings on time
- Utilize agenda and Roberts' Rules
- President: Maintain order!
- President: Limit debate
- Officers: Do your Duty!



“Y” The Boring ARC

- Meetings bring up the exact same old “dead horses” every month
- Officers for life are re-elected yearly
- No activities (eating/drinking only)
- No guests/programs at meetings
- Visitors go unrecognized/neglected
- Shrinking numbers at meetings
- Finish business at each meeting
- Two words: Term Limits
- Interesting program or activity at every meeting
- Welcome and get to know visitors
- Remind members about every meeting & help them get there



“Z” Wireless Gangsters

- A fight at every meeting, guaranteed!
- One crabby member constantly finds fault with everything brought up
- Another has a tantrum and stomps out
- Never-ending bickering over trivia
- Attendees harshly criticize and publicly humiliate one another
- Members starting to dread the meetings
- President: Maintain order!
- Tell bullies before meetings to shape up or ship out
- If someone behaves badly do not let them return until next meeting
- Prepare and follow an agenda
- President: Limit debate!
- Members starting to enjoy the meetings



It really is that simple.



People want leaders.



When you lead
They will follow.



LEAD.



WESTERN PENNSYLVANIA SECTION



SERVICE ♦ INTEGRITY ♦ EXCELLENCE