

STATEMENTS OF DUTIES

All Elected Office Bearers

1. Must be a financial member of ALARA
2. Attend monthly Committee Meetings, Special Meetings and the Annual General Meeting.
3. Keep Minutes of Meetings in a file for future reference, with the most recent Minutes being available for the next Committee Meeting.
4. Print out and keep (preferably in a file) any 'official' ALARA emails, plus other correspondence. Report Correspondence In and Out at the monthly Committee Meeting.
5. Promote ALARA at every available opportunity, particularly at field days, club meetings, and conventions. Where possible have a display about ALARA.
6. Make ALARA known to any non-member YL's either on air or in person.
7. Give talks about ALARA to clubs etc. whenever convenient. Add an ALARA link to your club web page.
8. Provide details of any YL or related activities to the Publicity Officer for use in her columns.
9. Read Constitution and Policy Items to ensure that all duties are carried out in accordance with the rules and regulations by which we are governed!

President of A.L.A.R.A.

1. Attend and Chair the monthly Committee Meeting, any Special Meeting and the Annual General Meeting. Ensure that you follow the Agenda for the Meeting and if there is any item which requires a decision allow all present to have a say and then take a vote, using the majority as the final decision. President may then exercise a casting vote if necessary.
2. Write a report and forward to the Editor for the quarterly Newsletter, by her nominated date. Particular attention is to be paid to the Annual Report to be presented for the AGM.
3. Read and check all Committee Meeting Minutes as prepared by the Minute Secretary prior to circulation.
4. Be on air as often as possible for the Monday net, and be Net Controller on a regular monthly basis (eg 1st Monday each month or 4th Monday each month).
5. Liaise with all Committee members to ensure information is shared and also to ensure that everyone is happy in their position.
6. If attending any field day, club meeting, convention, etc wear President's badge proudly.
7. The Immediate Past President is available to provide support and assistance to the President when required/requested. Also try to give your Vice-President some chance to take Committee nets so that she gets the practice!
8. Read and check all Committee Meeting Minutes as prepared by the Minute Secretary.

Vice-President

1. If the President is unavailable Chair the meeting (Committee, Special or A.G.M.).
2. Read and check all Committee Meeting Minutes as prepared by the Minute Secretary.
3. Provide support to the President where needed.
4. Read and check all Committee Meeting Minutes as prepared by the Minute Secretary

Secretary

1. Send sympathy cards as needed. *Be sure of facts first!*
2. Receive and collate nominations for the positions on ALARA's committee prior to the AGM and give a list of it to the Editor for inclusion in April Newsletter.
3. Send list of ALARA office bearers to W.I.A. after ALARA AGM.
4. Hold a register of members, the details to be included are name, address, date of entry of the name, email address and mobile phone numbers. While these may be done on computer, it is essential that a hard copy be available.

5. Attend to correspondence as required.
6. Read Constitution and Policy Items to ensure that all duties are carried out in accordance with the rules and regulations by which we are governed!
7. Convene all meetings as directed by the President or any three members of the Committee.
8. After a nominee has been accepted as a new member of ALARA, send welcome letter together with copy of Constitution, advise State Rep of new member and enter details into the register of members.
9. Receive and record notification of resignation or expulsion of a member. Register of Members to show the date on which the notification was given.
10. Forward appropriate material to any new committee member at the commencement of their term (eg Statement of Duties).
11. See that the AGM is held within 5 months of the end of the financial year.
12. Complete a form provided by Dept. of Justice (Vic) (can be done online via the internet).
13. Forward the annual fee as required by the Dept. of Justice to Treasurer for payment.
14. Under the new Rules of the Dept. of Justice, the Secretary is also deemed to hold the position of Public Officer.

Treasurer

1. Collect and receive all moneys due to ALARA and make all payments authorized by the Committee, such payments shall be made by direct debit or by cheque..
2. Any moneys not required for the time being shall be invested as the Committee directs.
3. Keep correct accounts and books showing the financial affairs of ALARA with full details of all receipts and expenditure connected to the activities of ALARA.
4. Present a Financial report to members at the Annual General Meeting.
5. Handle all ALARA souvenirs.
6. Refer to Committee any applications for membership to ALARA. After being voted upon by the Committee provide Secretary with names and addresses of new members for welcome letters to be sent.
7. Maintain a complete and up to date record of all members .
8. Send any changes to a member's record to Secretary and Editor to ensure ALARA's membership database is always up to date.

Minute Secretary

(Currently combined with the position of Secretary)

1. Take notes of all matters discussed.
2. Type the Minutes for the file and email to all members of the Committee at least 2 weeks before the next Committee meeting.

Editor

1. Send any changes to a member's record to Treasurer and Secretary to ensure that ALARA's membership database is always up to date.
2. The basic newsletter is 12 pages.
3. If there is a lot of material you may run to 16 pages but the printing costs go up.
4. ALARA banner and LOGO must be on the front page.
5. Mention ALARA Award at least twice a year.
6. President's report should be restricted to the front page, but there are times when it goes over.
7. Don't make the print too small, as it is harder for the 'poor sighted'.

January issue - Nomination forms enclosed in VKs only. Contest results go in.
For members who haven't paid yet put the "red reminder stamp" or second subs form in.

April issue - The April newsletter may go to 16 pages to allow for AGM requirements.
Nominations for the AGM to be published.
AGM Minutes of last year's AGM, Agenda for the current year's AGM,
Financial report to be printed.

President's annual report to be printed

July issue - Should contain 'Happy Birthday ALARA' on the front page.
Publish a full list of office bearers.
Details of the ALARA Contest.

October issue - Subs forms go to all VKs and self-paid DXers. The Treasurer sends all paperwork to the Editor.

1. When the newsletter has been posted the Editor sends historical items to the Historian.
2. Anything for the Publicity officer goes to her.
3. The Historian and Librarian gets two copies of the newsletter, one for them one for the files.

State Representatives

1. Promote ALARA at every available opportunity, particularly at field days, club meetings, and conventions. Where possible have a display about ALARA.
2. Make ALARA known to any non-member YL's either on air or in person.
3. Write a report and forward to the Editor for the quarterly Newsletter, by her nominated date.
4. If attending any field day, club meeting, convention, etc wear State Rep's badge proudly.
5. Send details of any YL or related activities to the Publicity Officer for use in one of her columns.
6. A list of 'Unfinancial Members' is sent to each State Rep. by the Treasurer. Each State Rep is then to contact those girls in their state to give a gentle reminder (either by mail or email).
7. Keep in touch with members in your state.
8. Give talks about ALARA to clubs.
9. Liaise with the W.I.A and where possible make broadcasts in their local/state news broadcasts.

Contest Manager

1. In March each year the Contest rules must be updated with the current year's dates. Check whether any changes need to be made to the rules, and if needed these changes must be put to the Committee for discussion and verification before rules are sent out.
2. Rules, when checked, are printed and mailed or emailed to ALARA Newsletter Editor, AR Editor, New Zealand 'Break In' and WARO editors, YLRL Editor and any others deemed useful. The updated version should also be posted on the ALARA web page each year.
3. Prior to the August Contest publicity should be generated for the event on the national W.I.A. broadcast and Amateur Radio magazine (ALARA column).
4. Contest Manager should be on air during the Contest to give points and any other helpful information to those taking part. Her log will be a CHECK LOG only.
5. Logs may be posted to the Contest Manager's current address OR emailed to: alaracontest@wia.org.au before September 30th each year. This email address will remain for any future Contest Manager to use.
6. Logs must be checked on receipt for scoring tallies, with particular attention to the 1 hour rule, and cross checked with others for accuracy. All entries and scores must be entered in the Contest Record Book.
7. A list of entrants must be compiled in descending order of points gained and the certificate winners should be sent to ALARA Newsletter Editor, AR Editor and WARO Editor as soon as possible after October 31.
8. Certificates for winners must be printed and mailed – programme for certificate will be available on CD for an incoming Contest Manager. Trophies for VK & DX winners must be organised and mailed.
9. Invoices for trophies, postage and any other expenses must then be sent to the Treasurer for payment or reimbursement as appropriate.

Publicity Officer

Produce any publicity that is required. Currently there is a monthly column in the AR Magazine, which is produced by the W.I.A.

Sponsorship Secretary

Responsible for the sponsored members and their sponsors and keeping records thereof.

Historian

1. Keep the history of the Association, publish up-dates in the Newsletter on a regular basis, where possible, and keep the membership informed through the Newsletter of activities being undertaken by the Historian and others who may have volunteered to help.
2. Maintain the scrapbooks and photo albums belonging to ALARA.
3. Take Scrapbooks, photo albums, historical memorabilia etc., to ALARA meets and other major get-togethers.
4. Publish articles in the ALARA Newsletter, Amateur Radio magazine, and other magazines as appropriate.
5. Provide information on ALARA to other authors, when occasions arise.
6. Gradually convert as much of the historical information as possible into a digital format, whilst ensuring the safe keeping of rare original documents.
7. Working Hard Drives and Back-ups should be stored in separate locations, in case of fire, floods etc.

Note: As at January 2016, the majority of the ALARA Archive is currently stored at the headquarters of the W.I.A. in Bayswater including back-ups which are kept in the W.I.A. Fire Safe.

Librarian

(Currently this function is also performed by the Historian)

1. Catalogue and store appropriate books, magazines and newsletters received by the Association.
2. Weeding out unwanted publications in consultation with the Historian.
3. Making items available to members as necessary. (This may involve handling/postage costs)

Awards Custodian

1. The Awards Custodian shall administer the Association's Awards and create an appropriate certificate for each applicant. Prepare Certificates of Appreciation for service to ALARA.
2. All fees should be forwarded to the Treasurer.
3. Any major change to the rules of the Association's Awards shall be approved by the Committee.

Net Control Roster

(Currently Undertaken by President)

Preparation of Net Control roster every quarter. To be forwarded to the Editor for inclusion in the newsletter

Webmistress

1. Maintain the ALARA website and ensure any software and hosting subscriptions are up to date
2. Update Committee membership after the AGM and ensure Forwarders are updated for members
3. Update the website as requested by the Committee
4. Edit ALARA Committee membership after the AGM on ALARA page on WIA website,
5. Update ALARA page on WIA website
6. Review any needs for updating the software infrastructure for the website and advise the Committee of any changes required

Facebook Administrators

Private Facebook Page –Webmistress, Treasurer

1. Monitor the ALARA private pages to admit new members as appropriate

6 May 2026

2. Ensure content is appropriate and non-inflammatory

Public Facebook page – Vice President

1. Ensure content is appropriate and non-inflammatory
2. Add content to promote ALARA