

## TRUSTEE

### Job Summary

A club station license allows members of an amateur radio club to have a station operating under a club call sign. The license is granted only to the trustee of the club. It conveys no operating privileges. The TARC callsign Trustee must be a licensed amateur radio operator and is appointed to this position by the board of directors. Normally, the club Secretary will hold this position for the club; but from time-to-time other club members may be designated as Trustee by the board of directors.

### Primary Duties and Responsibilities

1. Ensure that the club station(s) at operating events and club repeater(s) have a designated control operator and are operated at all times in accordance with all FCC rules and regulations, and best amateur radio operating practices.
2. The Trustee must file ARRL VEC Form 605-C with the ARRL VEC upon their appointment and anytime there is a change in club information on file with the ARRL.
3. Contact QRZ.com to ensure that their personal call sign is listed as manager of the W4AC club call sign. Maintain the W4AC webpage on QRZ.com with current information about the club.
4. Ensure that the area repeater frequency coordinator is kept up to date and the Trustee's name and contact information as well as the location and station particulars of all club repeater stations.

### Estimated time at task.

Daily	none
Weekly	< 1 hour
Monthly	< 1 hour

### Preferred qualifications if any

An experienced amateur operator with an amateur extra operating license

### Required Skill Level if any

None

### Working Conditions

Indoor, office environment