

Awards Secretary Position is Open – Effective 9/1:

The Awards Secretary position which was created during 2016 will soon be unfilled due to the recent resignation of Pattie Hatt, W8TAX. This position supports the overall MARAC awards function by performing the following duties:

- Operating the personal computer equipment which supports the recording and processing of awards applications submitted by the membership or non-members
- Ensuring applications for awards are complete and contain supporting logs and or other documentation which signifies completion of contacts necessary to achieve the requested award
- Creating certificates to signify achievement of awards
- Receiving awards funds from members or non-members and maintaining award fund balances for those people who have unused funds balances which may be utilized for future awards
- Depositing funds in a dedicated bank account
- Reporting funds received and disbursed to the MARAC Treasurer periodically
- Ordering plaques which have been requested from specified vendors
- Assembling plaques and mailing them to the appropriate recipients
- Reporting awards issued on the MARAC website, in the monthly newsletter, and elsewhere as determined to be appropriate.

This position is very important to the timely operation of MARAC's awards processing function.

Solicitation of Volunteers for This Position:

Members who would be interested in volunteering to perform this function should contact Ron Clift, MARAC Awards Manager via email or cell phone (contained in the online MARAC member database). The equipment and procedural documentation supporting the functions of this position will be available shortly after 9/1/17.