Proposed Bylaw amendment to Bylaw 38 related to the duties of the Administration and Finance Committee

Moved: Niswander

Seconded: Ryan

Be it resolved that the following changes be made to Bylaw 38:

38. The Administration and Finance Committee shall:

•        Annually review and report to the Board of Directors the compensation packages of the Chief Executive Officer, and the Chief Financial Officer.

•        Review and recommend all changes to the ARRL membership dues structure to the Board of Directors. All changes shall be listed in the annual operating budget.

•        Annually review the operating budget prepared by the Chief Financial Officer and Chief Executive Officer

•        Once approved, forward the annual operating budget to the Board for ratification

•        Review the Chief Financial Officer's budgetary projections and make appropriate recommendations to the Board

•        Review ARRL finances on a continuing basis

•        Advise the Board on all actions and reports of the Investment Management Committee

•        Make recommendations to the Board regarding audit and tax matters, and act as Board audit committee

•        Monitor and review fundraising efforts

•        Make recommendations to the Board and Chief Executive Officer regarding fundraising programs

•         Interface with ARRL Foundation on issues related to fundraising, especially related to scholarships and grants for non-ARRL programs

•        Make recommendations to the Board and Chief Executive Officer regarding staff management, procedures, and remuneration

•         Monitor and review key infrastructure projects, including capital improvements and significant information technology changes

•        Advise the Chief Executive Officer on marketing issues, including but not limited to identifying markets, building and implementing the marketing plan, proposing products, services, and programs to support marketing efforts, and promoting programs; promotional and sales issues, including but not limited to promoting programs and services to ARRL members, licensed non-members, related communities of interest, and the general public; and publications programs, including books, CDs, *QST,*and other periodicals

•        Evaluate Chief Executive Officer in coordination with the President

•        Review ARRL management performance and effectiveness on a continuing basis