

Proposal for Discussion  
January 30, 2010

## **Yukon Amateur Radio Association**

### **Handbook**

#### **Contents**

##### **Executive Summary**

- 1. Objectives & Purpose**
- 2. About YARA - short history, short list of activities, approach to projects**
- 3. Governance, Constitution and By-Laws**
- 4. The Role of the Directors, Committee Chairs and Project Leaders**
- 5. Calendar Cycle**
- 6. Updating the On-line Handbook**

##### **Appendices**

1. Constitution and By-Laws
2. Calendar Cycle – to do
3. Responsibilities of Directors 2010
4. Priority Projects 2010
5. Priority Projects 2010 to 2013
6. Current Membership List – see VY1PG
7. EMO Development Plan – to do
8. Guidelines for Go Kit
9. Call-out list for EMO – see VY1JWM
10. Membership Development Guidelines
11. Chilkat Bike Race Guidelines - ? (part of training plan?)
12. Klondike Road Relay Guidelines - ? (part of training plan?)
13. Trade Show Guidelines
14. Training Plan – to do
15. Basic Level Course Guidelines – to do
16. Mini-Field Day Guidelines – to do
17. IRLP Guidelines – to do
18. Echo Link Guidelines – to do
19. APRS Guidelines – to do
20. Repeater System Guidelines – to do
21. YARA Partners and Contacts Info – to do
22. Guideline taking Minutes
23. Form for taking Minutes
24. Guidelines for Managing Projects
25. Form for Managing Projects