

Policy Relating to Assistant Directors

It is customary for most Directors to appoint assistants, and many Directors have found it helpful to do so. Assistant Directors are personal appointees of the Directors, chosen simply to aid in the normal routine of administering the Division. The Director may appoint them and change them at will. The list of Assistant Directors should be updated annually, with HQ providing each Director a list of current Assistant Directors in their divisions. The Director will then determine if any names should be removed or added. Assistant Director lists may also be updated throughout the year as needed. The Director is the sole constitutional authority within their Division.

When appointing a new Assistant Director you must advise the Executive Assistant at ARRL Headquarters. This will prompt the following items to be completed in the onboarding process.

- a) Send a letter from the CEO to that individual, welcoming them as an appointee.
- b) Update their affiliation status in the ARRL database.
- c) Instruct them how to request the ARRL Letter using the ARRL website.

Each Assistant Director should also receive a certificate from you (the appointing Director) which can be filled in and downloaded from the ODV section of the website:

<http://www.arrl.org/files/file/ODV/assistantDirectorCertificate.pdf>