

SECTION 29: ADMINISTRATIVE ROLES WITHIN ARES

This section provides additional information about administrative roles (roles that do not normally interact at the operational level) within ARES.

Once you complete this section, you will be able to describe key ARES roles within RAC.

SECTION EMERGENCY COORDINATOR (SEC)

The SEC is the assistant to the SM for emergency preparedness. The SEC is appointed by the SM to take care of all matters pertaining to emergency communications and the Amateur Radio Emergency Service (ARES) on a section-wide basis. The SEC post is one of top importance in the section and the individual appointed to it should devote all possible energy and effort to this one challenging organizational program for Amateur Radio. There is only one SEC appointed in each section of the RAC Field Organization.

SEC qualifications and functions:

- The encouragement of all groups of community amateurs to establish a local emergency organization.
- Recommendation to the SM on all section emergency policy and planning, including the development of a section emergency communications plan.
- Cooperation and coordination with the Section Traffic Manager so that emergency nets and traffic nets in the section present a united public service front, particularly in the proper routing of Welfare traffic in emergency situations. Cooperation and coordination should also be maintained with other section leadership officials as appropriate.
- Recommendation of candidates for Emergency Coordinator and District Emergency Coordinator appointments (and cancellations) to the Section Manager and determine areas of jurisdiction of each amateur so appointed. At the SM's discretion, the SEC may be directly in charge of making (and canceling) such appointments. In the same way, the SEC can handle the Official Emergency Station program.
- Promotion of ARES membership drives, meetings, activities, tests, procedures, etc., at the section level.
- Collection and consolidation of Emergency Coordinator (or District Emergency Coordinator) monthly reports and submission of monthly progress summaries to the SM and RAC Headquarters. This includes the timely reporting of emergency and public safety communications rendered in the section for inclusion in TCA.
- Maintenance of contact with other communication services and serve as liaison at the section level with all agencies served in the public interest, particularly in connection with the federal, provincial and local government, civil preparedness, the Canadian Red Cross, etc.

Your position description includes assisting your successor as much as possible to ensure a smooth transition in your position. This involves promptly updating and turning over the position records and supplies to your successor so that there is a little loss of continuity as possible. A business-like transition reflects well on your professionalism, responsibility and consideration as well as on RAC.

Recruitment of new hams and RAC members is an integral part of the job of every appointee. Appointees should take advantage of every opportunity to recruit a new ham or member to foster growth of Field Organization programs, and our abilities to serve the public.

Requirement: The Section Emergency Coordinator is required to be a Full RAC member and hold an Amateur Operator's Certificate (or equivalent, as stipulated by the Radiocommunication Regulations) and should always operate radio equipment only within the limits and privileges of the certificate and qualification held.

SECTION MANAGER

The Section Manager is the senior elected RAC official in a section. The Section Manager:

- Recruits and appoints Section-level assistants to serve under his/her general supervision and to administer the following RAC programs in the Section: emergency communications, message traffic, and on-the-air bulletins.
- Supervises the activities of these assistants to ensure continuing progress in accordance with overall RAC policies and objectives.
- Appoints qualified RAC members in the Section to volunteer positions of responsibility in support of Section programs, or authorizes the respective Section-level assistants to make such appointments.
- Maintains liaison with the the VP of Field Services (VPFS) and makes monthly reports to the VPFS regarding the status of Section activities; receives from the VPFS information and guidance pertaining to matters of mutual concern and interest; keeps informed on matters of policy which affect Section-level programs.
- Conducts correspondence or other communications, including personal visits to clubs, hamfests and conventions, with RAC members and affiliated clubs in the Section; either responds to their questions or concerns or refers them to the appropriate person or office in the organization; maintains liaison with representative repeater-frequency coordinating councils having jurisdiction in the Section.
- Writes, or supervises preparation of, a monthly "Section News" column in TCA to encourage member participation in the RAC programs in the Section.

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Requirement: The Section Manager is required to be a Full RAC member and hold an Amateur Operator's Certificate (or equivalent, as stipulated by the Radiocommunication Regulations) and should always operate radio equipment only within the limits and privileges of the certificate and qualification held.

ASSISTANT SECTION MANAGER

The ASM may serve as a general assistant to the Section Manager or as a specialist. That is, the ASM may assist the Section Manager with general leadership matters as the Section Manager's understudy, or the ASM may be assigned to handle a specific important function that does not fall within the scope of the duties of the Section Manager's other assistants.

At the Section Manager's discretion, the ASM may be designated as the recommended successor to the incumbent Section Manager, in case the Section Manager resigns or is otherwise unable to finish the term of office.

The ASM should be familiar with the "Guidelines for the RAC Section Manager," which contains the fundamentals of general section management.

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Requirement: The Assistant Section Manager is required to be a Full RAC member and hold an Amateur Operator's Certificate (or equivalent, as stipulated by the Radiocommunication Regulations) and should always operate radio equipment only within the limits and privileges of the certificate and qualification held.

DISTRICT EMERGENCY COORDINATOR (DEC)

The RAC District Emergency Coordinator is appointed by the SEC to supervise the efforts of local Emergency Coordinators in the defined district. The DEC's duties involve the following:

- Coordinate the training, organization and emergency participation of Emergency Coordinators in your district of jurisdiction.

- Make local decisions in the absence of the SEC or through coordination with the SEC, concerning the allotment of available amateurs and equipment during an emergency.
- Coordinate the interrelationship between local emergency plans and between communications networks within your District of jurisdiction.
- Act as backup for local areas without an Emergency Coordinator and assist in maintaining contact with governmental and other agencies within your District of jurisdiction.
- Provide direction in the routing and handling of emergency communications of either a formal or tactical nature, with specific emphasis being placed on Welfare traffic.
- Recommend EC appointments to the SEC.
- Coordinate the reporting and documenting of ARES activities in your District of jurisdiction.
- Act as a model emergency communicator as evidenced by dedication to purpose, reliability and understanding of emergency communications.
- Be fully conversant in National Traffic System routing and procedures as well as have a thorough understanding of the locale and role of all vital governmental and volunteer agencies that could be involved in an emergency.

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Requirement: The District Emergency Coordinator is required to be a Full RAC member and hold an Amateur Operator's Certificate (or equivalent, as stipulated by the Radiocommunication Regulations) and should always operate radio equipment only within the limits and privileges of the certificate and qualification held.

EMERGENCY COORDINATOR

The RAC Emergency Coordinator is a key team player in ARES on the local emergency scene. Working with the Section Emergency Coordinator, the DEC and Official Emergency Stations, the EC prepares for, and engages in management of communications needs in disasters. EC duties include:

- Promote and enhance the activities of the Amateur Radio Emergency Service (ARES) for the benefit of the public as a voluntary, non-commercial communications service.
- Manage and coordinate the training, organization and emergency participation of interested amateurs working in support of the communities, agencies or functions designated by the Section Emergency Coordinator/Section Manager.
- Establish viable working relationships with federal, provincial, municipal government and private agencies in the ARES jurisdictional area which need the services of ARES in emergencies. Determine what agencies are active in your area, evaluate each of their needs, and which ones you are capable of meeting, and then prioritize these agencies and needs. Discuss your planning with your Section Emergency Coordinator and then with your counterparts in each of the agencies. Ensure they are all aware of your ARES group's capabilities, and perhaps more importantly, your limitations.
- Develop detailed local operational plans with "served" agency officials in your jurisdiction that set forth precisely what each of your expectations are during a disaster operation. Work jointly to establish protocols for mutual trust and respect. All matters involving recruitment and utilization of ARES volunteers are directed by you, in response to the needs assessed by the agency officials. Technical issues involving message format, security of message transmission, Disaster Welfare Inquiry policies, and others, should be reviewed and expounded upon in your detailed local operations plans.
- Establish local communications networks run on a regular basis and periodically test those networks by conducting realistic drills.
- Establish an emergency traffic plan, with Welfare traffic inclusive, utilizing the National Traffic System as one active component for traffic handling. Establish an operational liaison with local and section nets, particularly for handling Welfare traffic in an emergency situation.
- In times of disaster, evaluate the communications needs of the jurisdiction and respond quickly to those needs. The EC will assume authority and responsibility for emergency response and performance by ARES personnel under his jurisdiction.
- Work with other non-ARES amateur provider-groups to establish mutual respect and understanding, and a coordination mechanism for the good of the public and Amateur Radio. The goal is to foster an efficient and effective Amateur Radio response overall.
- Work for growth in your ARES program, making it a stronger, more valuable resource and hence able to meet more of the agencies' local needs. There are thousands of new peoples coming into the Amateur Radio Service that would

make ideal additions to your ARES roster. A stronger ARES means a better ability to serve your communities in times of need and a greater sense of pride for Amateur Radio by both amateurs and the public.

- Report regularly to the SEC, as required.

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Requirement: The Emergency Coordinator is required to be a Full RAC member and hold an Amateur Operator's Certificate (or equivalent, as stipulated by the Radiocommunication Regulations) and should always operate radio equipment only within the limits and privileges of the certificate and qualification held.