

Radio Amateurs of/du anada

RAC Field Organization

Official RAC Field Organization Function Description

Manager of National Amateur Radio Emergency Database (MgrNARED)

Assistant to the Vice President Field Services

This is a voluntary, specialist function carrying a great deal of responsibility. It is *not* a Field appointment.

Providing communications or augmenting existing public emergency communications in time of crisis has become an increasingly important reason for the very existence of the Amateur Radio Service. With that has come a need for a national database of trained, competent and confident radio operators who are willing and able to rapidly deploy and assist when mutual assistance is needed in time of crisis.

The Manager of the National Amateur Radio Emergency Database (MgrNARED) is mandated to function as an assistant to the RAC Vice President Field Services (VPFS), reporting directly to him, to gather information and create and manage a database of first-responder, rapid deployment, emergency Radio Amateurs, to be known as the National Amateur Radio Emergency Database (NARED). A similar database is being maintained by the American Radio Relay League (ARRL) in the United States.

The MgrNARED's function includes working with the Section Manager (SM) and Section Emergency Coordinator (SEC) to identify and recommend suitable candidates who are willing and have the ability, training, transportation and equipment to rapidly provide emergency or disaster communications when they are needed in mutual support of another RAC Section or of ARES operations by the ARRL.

The MgrNARED will coordinate with the National Emergency Coordinator (NEC) to make the final decision as to which Radio Amateurs will be added to the database, decided by their qualifications. Once those candidates have been selected they will be invited by the NEC to be including in the NARED. The MgrNARED may be delegated the task, by the NEC, of contacting and inviting the candidate.

There is no set expiry date for the MgrNCARED appointment. The function may be terminated by the VPFS at any time deemed appropriate by him.

MgrNARED qualifications and functions:

1. Ensure that the NARED is maintained properly, is current and that back-ups are kept on-site by means of a CD stored in a safe place apart from the MgrNARED's computer and off-site by a copy being sent to the NEC and to the VPFS after each and every change. **This is vital.**

2. Form close contact, cooperate, coordinate and liaise with the NEC.
3. Form close contact, cooperate and coordinate with each RAC SM and SEC for the purposes of identifying possible candidates for addition to the NARED. 4. Coordinate and cooperate with the NEC and the VPFS in decisions concerning the content of the NARED (i.e. what information is deemed necessary for inclusion and what is not).
5. Coordinate and cooperate with the NEC by providing information to him for his transmittal to the RAC Section and/or ARRL official requesting mutual assistance in time of crisis and when trained volunteers are needed.
6. Promote ARES membership drives, meetings, activities, tests, procedures, training, mutual assistance, etc. in cooperation with the SM and SEC in the interests of a national database of emergency radio operator first-responders and mutual-aid providers.
7. Remain current in the structure and goals of the ARES and its methods of operation, as well as being familiar with recent disasters and emergencies wherein Amateur Radio was called upon and how those services were deployed in Canada or the USA.
8. Advise the VPFS of candidates added to or removed from the NARED, or who were not added for cause, submit to the VPFS timely reports of all activities related to the NARED, including those indicated in other items numbered above.
8. Create and maintain a reference manual, based on planning and implementation experience as MgrNARED, for archival and future resource purposes.

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, especially the ARES, as well as our abilities to serve the public.

Requirements include: full RAC membership; full operating qualifications, preferably including Morse code; successful completion of training pertinent to the ARES; experience as an ARES member; demonstrated understanding and appreciation of the RAC Field Organization structure generally and the ARES particularly; good judgement, interpersonal and leadership skills; ability to manage time and to set and meet priorities; possession of and experience in using MS EXCEL (or similar common spread sheet program), MS Word and internet email programs; access to a high-speed internet connection (dial up will not be sufficient for ready transfer of documents and databases).