

Radio Amateurs of/du Canada

RAC Field Organization

Official RAC Field Organization Function Description

Section Training Coordinator (STC)

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 greater need for trained, competent and confident radio operators. The role of the Amateur Radio Emergency Service (ARES) has become more vital, requiring rejuvenation and support in order to be and to be seen as a community resource on a professional level. This has resulted in a requirement for enhancement of the ARES nationally and internationally, particularly in the area of consistent training.

The Section Training Coordinator (STC) is mandated to function as an assistant to the RAC Vice President Field Services (VPFS) but acting under and reporting directly to the National Training Coordinator (NTC) to assist in initiating and coordinating training to the ARES.

The STC's function is to make available consistent training methods, documents and other training support to RAC ARES units and members, under the direction of the NTC.

STCs will be chosen in concert with the Section Manager (SM) and Section Emergency Coordinator (SEC), in order to identify suitable candidates for consideration by the NTC for appointment to the function of STC in each Section to assist the NTC. Final selection will be determined by the NTC and may include discussion with other Section ARES members.

The STC will work in cooperation with the SM, SEC and ECs so as to coordinate training within a Section. The STC will act in close contact with the NTC, keeping him informed of all activities regarding ARES/NTS training in that Section and receiving direction and assistance from him.

The STC appointment will be for a period of two years, after which it may be renewed by the NTC. The function may be terminated by the VPFS at any time deemed appropriate by him and/or upon recommendation of the NTC.

STC qualifications and functions:

1. Form close contact, cooperate and coordinate with the SM and SEC, to advise on existing and new training resources available to the RAC ARES.
3. Assist in identifying training needs pertinent and peculiar to mutual emergency communications assistance.
4. Assist in identifying training needs pertinent and peculiar to the National Traffic System and other traffic networks within a Section.
5. Promote ARES membership drives, meetings, activities, tests, procedures, training, etc. in cooperation with the SM and SEC in the interests of consistent training methods.

6. Keep current with new or improved training methods and resources common to the ARES in particular and to emergency communications in general, including those used by other Amateur Radio Societies.

7. Advise the NTC on training matters and submit to the NTS timely reports of training provided, considered, initiated or presented, as well as other activities related to the items numbered above.

8. Create and maintain a reference manual, based on planning and training preparation and presentation experience as STC, for archival and future resource and succession 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 but not necessarily including Morse code; successful completion of training pertinent to the ARES; training or experience in emergency communications in general would be as asset; experience as an ARES member or other provider of public service communications using Amateur Radio; demonstrated understanding and appreciation of the RAC Field Services Organization structure generally and the ARES particularly; possessing good interpersonal and leadership skills; ability to manage time and to set and meet priorities; experience in creating and presenting training related to the ARES or a willingness to gain such experience.

STC (04/08)