

# Radio Amateurs of/du Canada

## RAC Field Organization

### Official Appointment Description

#### 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 sectionwide 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 federal, provincial and local government, civil preparedness, Red Cross, and so on.

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.