

JOB DESCRIPTION, SECTION EMERGENCY COORDINATOR ARRL, ARES, Wisconsin Section

The Section Emergency Coordinator is the assistant to the [Section Manager](#) for emergency preparedness. The Section Emergency Coordinator is appointed by the Section Manager to handle all matters pertaining to emergency and public service communications and the [Amateur Radio Emergency Service](#) (ARES) on a Section-wide basis. The Section Emergency Coordinator is extremely important to the Section. There is only one Section Emergency Coordinator appointed in each Section of the ARRL Field Organization.

Section Emergency Coordinator responsibilities:

1. Manage the development and sustainment of an ARES organization for each appropriate jurisdiction in the Section.
2. Advise the Section Manager on all Section emergency policy and planning, including changes to Section EmComm plan.
3. Cooperate and coordinate with the [Section Traffic Manager](#) so emergency and traffic nets in the Section provide a valuable public service. Cooperate and coordinate with other Section leadership officials, particularly with the [State Government Liaison](#) and [Public Information Coordinator](#).
4. Recommend 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 Section Manager's discretion, the Section Emergency Coordinator may be directly in charge of making (and canceling) such appointments. In the same way, the Section Emergency Coordinator can handle [Official Emergency Station](#) appointments.
5. Promote ARES membership drives, meetings, activities, tests, procedures, etc., at the Section level.
6. Collect and consolidate Emergency Coordinator and District Emergency Coordinator periodic reports and submit progress summaries to the Section Manager and ARRL Headquarters. This includes the timely reporting of emergency and public safety communications rendered in the Section for inclusion in *QST*.
7. Maintain 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 State and local government, emergency management, Federal Emergency Management Agency, Red Cross, Salvation Army and the National Weather Service. Such contact is maintained in cooperation with the State Government Liaison.
8. Recruitment of new hams and League members is an integral part of the job of every League 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.

Qualifications: Technician or higher class FCC license, and full ARRL membership. Section Emergency Coordinators must complete EmComm I, II and III and ICS-100, 200, 300 and 400 and IS-700 and 800.

Reports to: ARRL Section Manager (Section Manager).

Time Commitment: Variable.

Length of Appointment: Open-ended, until terminated by you or the Section Manager.

Last Updated: June 11, 2009

Section Emergency Coordinator Tasks (delegated as appropriate)

The Section Emergency Coordinator shall:

- Appoint leadership personnel in conjunction with the Section Manager.
- Maintain the ARES/RACES web site in conjunction with the webmaster.
- Communicate regularly and assist ARES/RACES leadership, both formally and informally.
- Resolve ARES/RACES leadership issues with the District Emergency Coordinators.
- Delegate a Newsletter Editor and oversee the development of the ARES/RACES newsletter.
- Oversee and manage all Section ARES/RACES activations
- Plan and oversee a team to organize the annual ARES/RACES Conference and Senior Leadership Conference.
- Accept speaking engagements (with Section Manager approval, and within Section Emergency Coordinator budget).
- Attend major emergency management conferences (with Section Manager approval).
- Check-in to the WI ARES/RACES net and provide applicable reports.
- Manage updating the ARES/RACES Communications Reference Plan.
- Represent ARES/RACES on the WeComm Board.
- Oversee and participate in the annual Simulated Emergency Test.