

Official ARRL Field Organization Appointment Description

Section Emergency Coordinator (SEC):

The SEC is the assistant to the Section Manager (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 ARRL Field Organization.

Requirements

1. Hold a technician-class license or higher
2. An ARRL full membership
3. Achievement of Level 3 qualifications. (Must, within 1 year, from appointment or such further period as authorized by the SM, complete all of the requirements for Level 3 qualification.)

Responsibilities

1. Promote and encourage the development of local ARES® groups.
2. Advise the SM on all Section emergency policy and planning, including the development of a Section emergency communications plan.
3. Cooperate and coordinate with the Section Traffic Manager (STM) so that emergency nets and traffic nets properly route welfare traffic in disasters and emergencies. Cooperate and coordinate with other Section leadership officials.
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. Verify that candidates meet training requirements.
5. Promote ARES membership drives, meetings, activities, tests, procedures, etc., at the Section level.
6. Serve in support of local ECs during a communications emergency; to ensure the local ECs have the necessary resources to sustain their mission.
7. Actively manage events and generate activities reports with the SM and ARRL Headquarters. This includes the timely reporting of emergency and public safety communications rendered in the Section for potential inclusion in ARRL media. Will

produce monthly reports to the SM and ARRL headquarters using the current ARRL reporting process.

8. 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 government, emergency management officials, state and regional Volunteer Organizations Active in Disaster (VOAD) organizations, and similar agencies. In states with multiple ARRL Sections, the SECs shall work as a team to develop and maintain an appropriate ARES® Emergency Communications Plan in conjunction with state officials. Maintain cooperation with the State Government Liaison.
9. Actively manage group personnel, schedule events, and generate activity reports with the SM and ARRL Headquarters. Provide timely reporting of emergency and public safety communications rendered in the Section for potential inclusion in ARRL media relations activities.

Recruitment of new hams and ARRL members is an integral part of the job of every ARRL 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.