



**ASSISTANT DISTRICT EMERGENCY
COORDINATOR (ADEC)
POSITION DESCRIPTION**

OCTOBER 2009

**Assistant District Emergency Coordinator (ADEC)
Position Description
For the Kentucky Section of the ARRL**

The Assistant District Emergency Coordinator (ADEC) may serve as a general assistant to the [District Emergency Coordinator](#) or as a specialist. That is, the ADEC may assist the District Emergency Coordinator with general leadership matters as the District Emergency Coordinator's alternate, or the ADEC may be assigned to handle a specific important function that does not fall within the scope of the duties of the District Emergency Coordinator's other assistants.

The ADEC will act as the DEC in his/her absence or in emergency response operations to maintain continuity of leadership when 24 hour activity requires multiple shifts.

At the Section Manager's discretion, the ADEC may be designated as the recommended successor to the incumbent District Emergency Coordinator in case the District Emergency Coordinator resigns or is otherwise unable to finish the term of office.

Qualifications

Assistant District Emergency Coordinators are encouraged to complete National Incident Management courses; DHS-FEMA ICS-100, 200, 700 and 800. Complete EMCOMM training courses offered on KY ARES Website:

<http://www.kyham.net/emcomm/training.html> and [ARRL Amateur Radio Emergency Communications Course](#).

Requirements: Technician or higher class Amateur Radio license; Full ARRL membership.

Signed: signed
Kenneth Garrett, N4KLG
ARRL Kentucky Section
Section Emergency Coordinator

Date: _____

Signed: signed
Jim Brooks, KY4Z
ARRL Kentucky Section
Section Manager

Date: _____