



**ASSISTANT EMERGENCY COORDINATOR (AEC)
POSITION DESCRIPTION**

OCTOBER 2009

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

The Assistant Emergency Coordinator (AEC) may serve as a general assistant to the Emergency Coordinator or as a specialist. That is, the AEC may assist the Emergency Coordinator with general leadership matters as the Emergency Coordinator's alternate, or the AEC may be assigned to handle a specific important project of a technical nature that he or she may be an expert of.

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

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

Assistant 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 / or the [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: _____