



**ASSISTANT SECTION  
EMERGENCY COORDINATOR (ASEC)  
POSITION DESCRIPTION**

OCTOBER 2009

**Assistant Section Emergency Coordinator (ASEC)  
Position Description for The Kentucky Section of the ARRL**

## ARRL KENTUCKY SECTION

The ASEC is an assistant to the SEC for emergency preparedness. The ASEC appointment is recommended by the SEC to the SM, to take care of all matters pertaining to emergency communications and the Amateur Radio Emergency Service® (ARES) on a geographic basis within a defined group of districts or by technical specialty. The ASEC posts are essential in the section, and the individuals appointed to them should devote all possible energy and effort to this challenging organizational program for Amateur Radio.

There may be multiple ASECs appointed as determined by the SEC and SM.

The ARRL Field organization defines the ASEC as;

1. The Assistant Section Emergency Coordinator (ASEC) may serve as a general assistant to the [Section Emergency Coordinator](#) or as a specialist. That is, the ASEC may assist the Section Emergency Coordinator with general leadership matters as the Section Emergency Coordinator's alternate, or the ASEC may be assigned to handle a specific important function that does not fall within the scope of the duties of the Section Emergency Coordinator's other assistants. The ASEC will act as the SEC in his/her absence or in emergency response operations to maintain continuity of leadership when 24 hour activity requires multiple shifts.
2. At the Section Manager's discretion, the ASEC may be designated as the recommended successor to the incumbent Section Emergency Coordinator in case the Section Emergency Coordinator resigns or is otherwise unable to finish the term of office.
3. The ASEC should be familiar with the "[Official Appointment Description for the ARRL Section Emergency Coordinator](#)," which contains the fundamental responsibilities of the SEC.
4. Assistant Section Emergency Coordinators are encouraged to complete Levels 1, 2, and 3 of the [ARRL Amateur Radio Emergency Communications Course](#).

In addition to the ARRL definition, the ARRL Kentucky Section also recognizes the following ASEC qualifications and functions:

1. Encourage all groups of community amateurs in the assigned area of jurisdiction to establish a local emergency organization.
2. Coordinate the training, organization and emergency participation of District Emergency Coordinators (DECs) in the assigned area of jurisdiction.
3. During an actual emergency, notify and make provisions to update the SEC.
4. ASECs shall facilitate actions of the DECs in the assigned area of jurisdiction or through coordination with the SEC as necessary.
5. Advise the SEC on all section emergency policy and planning, including the development of a section emergency operations plan.
6. Coordinate the interrelationship between local and section emergency plans and between communications networks within the assigned area of jurisdiction.
7. Provide assistance to DECs within the assigned area of jurisdiction in the routing and handling of emergency communications of either a formal or tactical nature, with specific emphasis being placed on Welfare traffic.
8. Recommend candidates for EC and DEC appointments (and cancellations) to the SEC and recommend areas of jurisdiction of each amateur so appointed. In the same way, the ASEC can handle the Official Emergency Station appointments in the assigned area of jurisdiction.

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9. Promote ARES membership drives, meetings, activities, tests, procedures, etc., in the assigned area of jurisdiction.
10. Assist DECs in maintaining contact with governmental and other agencies within the assigned area of jurisdiction.
11. Maintain contact with other communication services and serve as liaison in the assigned area of jurisdiction with all served agencies, particularly in connection with state and local government, civil preparedness, Federal Emergency Management Agency, Red Cross, Salvation Army, the National Weather Service, and so on. Such contact is maintained in cooperation with the State Government Liaison and other ASECs.
12. The ASEC should set an example in being willing to pursue courses and activities that will enhance their skill levels. This will include courses such as DHS-FEMA ICS-100, 200, 700 and 800. Complete KY ARES training as presented at <http://www.kyham.net/emcomm/training.html> as well as ARRL requirements above.
13. 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.
14. The ASEC will also make regular visits to the Kentucky ARES website ([www.kyham.net](http://www.kyham.net)) to stay informed of developments and news. ARES information that is sent to the ASEC via e-mail or other media should be passed to the DECs and membership of the assigned area of jurisdiction. All ASECs shall also maintain a KYHam.net email address.
15. The ASEC shall keep current and be well versed with the material that makes up the Kentucky Section Emergency Communications Plan. Each ASEC shall schedule and hold regular meetings with DECs and Field Appointees. They should explore mutual aid agreements with neighboring districts. The ASEC shall encourage participation in the NTS.
16. The ASEC shall coordinate a training program to coincide with regular meetings held within their area of jurisdiction.
17. The ASEC shall work with fellow ASECs to assist the SEC in the development and implementation of section-wide projects such as the SET.
18. The ASEC shall work with fellow ASECs to recommend changes to the KY ARES Communications Plan.
19. Maintain a good working relationship with surrounding Regions, Districts and Counties to promote mutual aid in times of emergencies.

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

Signed: signed Date: \_\_\_\_\_  
Kenneth Garrett,  
ARRL Kentucky Section  
Section Emergency Coordinator

Signed: signed Date: \_\_\_\_\_  
Jim Brooks  
ARRL Kentucky Section  
Section Manager