



EMERGENCY COORDINATOR (EC) POSITION DESCRIPTION

OCTOBER 2009

Emergency Coordinator (EC) Position Description For the Kentucky Section of the ARRL

The ARES® Emergency Coordinator (EC) is the most important position in the organization. It is the EC that is the primary contact between the ARRL and officials of "served agencies", ARES members, other amateur radio operators, and the general public.

The EC should have the supervisory, management and leadership qualities needed to head an organization of volunteers, who must often perform under stress and under difficult conditions.

The EC must display interest, dedication, professionalism, be proficient in emergency communications, and set an example for other personnel to follow.

The EC must be a current member of the ARRL and reside within the county in which they wish to serve.

The EC must possess good verbal and written communication skills and have demonstrated experience as an active ARES member.

EC job description:

1. Maintain and update their county's ARES plan as needed.
2. Maintain a data base / roster for active and inactive members.
3. Schedule and conduct orientation classes for new recruits.
4. Schedule and conduct periodic meetings and training classes.
5. Work with ASEC and DEC to schedule, plan, promote, organize, and conduct drills and exercises. (Including the annual S.E.T.)
6. Schedule and conduct ARES nets. (AECs may perform this function).
7. **Maintain statistical records, and submit a monthly report** before the 3rd day of the month following the reporting period. Monthly reports are submitted via KY ARES website located at <http://www.kyham.net/county.html> even if you have no activity. Monthly reporting is a prerequisite to maintaining an "active" status with your appointment.
8. Submit an annual summary report (FORM C) every January. Form is located at: <http://www.arrl.org/FandES/field/forms/>
9. Participate in regional nets and cooperate with ECs in adjacent counties.
10. Complete the EC Certification course within 6 months of appointment.
11. Maintain an ongoing liaison with "served agencies".
12. Recruit, train, and appoint AECs; and issue certificates.
13. Promote and develop the "team approach". Delegate specific functions to AECs.

ARRL KENTUCKY SECTION

14. Recognize volunteers for service with appropriate certificates and awards.
15. Order and maintain an adequate stock of printed and other educational materials.
16. Order and maintain an adequate stock of identification and registration materials.
17. Communicate as frequently as possible with all active team members (nets, bulletins, newsletters, meetings, etc.).
18. Requests for assistance to be made to the DEC and approved by the ASEC of jurisdiction.
19. Maintain a good working relationship with surrounding counties' ECs to promote mutual aid in times of emergencies.
20. Promote and support the ARRL, its programs, and its officials.

Qualifications

1. Emergency Coordinators are encouraged to earn certification in Levels 1 and 2 of the ARRL Emergency Communications Course <http://www.arrl.org/cce/>. Emergency Coordinators are also encouraged to complete National Incident Management courses; DHS-FEMA ICS-100, 200, 700 and 800.
2. Complete EMCOMM training courses offered on KY ARES Website: <http://www.kyham.net/emcomm/training.html>

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

Date: _____

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

Date: _____