

Official ARRL Field Organization Appointment Description

District Emergency Coordinator (DEC):

The ARRL District Emergency Coordinator (DEC) is appointed by the Section Manager usually at the recommendation of the Section Emergency Coordinator (SEC) to support the efforts of local Emergency Coordinators (ECs) in the defined district. DEC Districts may be defined as geographical regions, areas of specialty, or similar organizational structures.

Requirements

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

Responsibilities

1. Coordinate the training, organization, and emergency participation of Emergency Coordinators in the district of jurisdiction as may be defined by the Section Emergency Coordinator.
2. Coordinate response efforts between local ARES® groups and Amateur Radio networks within the area of jurisdiction.
3. Act as backup for local areas without an Emergency Coordinator and assist in maintaining contact with governmental and other agencies within your area of jurisdiction.
4. Provide direction in the routing and handling of emergency communications of either a formal or tactical nature, with specific emphasis being placed on Welfare traffic.
5. Recommend EC appointments to the SEC.
6. Be fully conversant in National Traffic System routing and procedures as well as have a thorough understanding of the locale and role of all vital governmental and volunteer agencies that could be involved in an emergency.
7. Actively manage events and generate activity reports with the SEC. 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 SEC at the guidance of the SEC using the current Section preferred reporting process.

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.