

Official ARRL Field Organization Appointment Description

Assistant District Emergency Coordinator (ADEC):

The ARRL Assistant District Emergency Coordinator (ADEC) may be appointed at the option of the Section Emergency Coordinator (SEC), to assist in the support of local District Emergency Coordinators (DECs) in a defined district. The ADEC is appointed to work closely with the DEC in all matters about emergency communications and the Amateur Radio Emergency Service (ARES®) on a Section-wide basis. There may be one or more ADECs in each Section of the ARRL Field Organization.

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 ADEC or such further time period as authorized by the SM, complete all of the requirements for Level 3 qualification.)

Responsibilities

1. The Assistant District Emergency Coordinator 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 designated ADEC will act as the DEC in their absence or in emergency response operations to maintain continuity of leadership when a 24-hour activity requires multiple shifts.
2. The ADEC should be familiar with the Official Appointment Description for the ARRL District Emergency Coordinator, which contains the fundamental responsibilities of the DEC.
3. 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.