

Official ARRL Field Organization Appointment Description

Assistant Section Emergency Coordinator (ASEC):

The Assistant Section Emergency Coordinator (ASEC) is the assistant to the Section Emergency Coordinator (SEC). They are appointed by the Section Manager (SM), usually at the suggestion of the SEC. The ASEC assists the SEC in matters about emergency communications and the Amateur Radio Emergency Service (ARES®) on a Section-wide basis. There may be one or more ASECs appointed 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 the 1 year from appointment as ASEC or such further time period as authorized by the SM, complete all of the requirements for Level 3 qualification.)

Responsibilities

1. 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 their absence, or 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. Should be familiar with the Official Appointment Description for the ARRL Section Emergency Coordinator, which contains the fundamental responsibilities of the SEC.
4. Actively manage group personnel, schedule events, and generate activity reports with SEC, the SM, and ARRL Headquarters. Provide timely reporting of emergency and public safety communications rendered in the Section for potential inclusion in ARRL media relations activities.

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.