

# **Prince George Amateur Radio Club**

## **Club Operations Guide**

### **Standing Task Assignments**

2019-03-01

#### **General Information**

These task assignments are considered necessary for the club to achieve the purposes stated in the constitution. These jobs may be part of the executive duties or they may be assigned to other club members. For many of these assignments a standing task manager provides continuity in club operations. This document is intended to provide a guide for standing task assignments.

Standing task manager assignments are not elected positions. They are appointed by the club executive. The usual procedure is to call for a volunteer at a general meeting. Alternatively, if a club member indicates an interest in a particular task or activity then the executive may choose to make the assignment. The task assignments listed below are generally considered on going tasks rather than a task with a beginning and end.

#### **Task Manager Duties - general**

In general Task Managers perform necessary tasks for the club to accomplish the purposes of the club as stated in the constitution.

The general duties of a task manager are:

1. Keep up to date on the status of the task and club assets associated with the task
2. Provide regular reports to the executive and club membership
3. Provide or organize training for those involved with performing the task
4. Maintain a to-do list for work to be accomplished
5. Request work parties as required
6. When work parties are required take the lead in getting the job done
7. Submit reports for volunteer hours

#### **Standing Task Assignments**

##### **1. Trailer Maintenance**

- a. Maintain a state of operational readiness
- b. Perform or coordinate all maintenance & upgrades
- c. Perform regular inspections & preventive maintenance
- d. Maintain list of outstanding maintenance items
- e. Keep operating and maintenance procedures up to date

##### **2. Dispatcher(s)**

- a. Work with the Station Manager & RERR to maintain the call out lists
- b. Work with the radio station manager to staff the EMBC radio room
- c. Dispatch members to the Emergency Communications Trailer
- d. Establish a shift schedule and dispatch replacement staff as required
- e. Coordinate staffing requirements with other clubs as required

3. **Repeater SIG Leader** (selected by the group)
  - a. Report SIG activities & plans to the executive and at general meetings
  - b. Submit an annual budget to the treasurer
  - c. Plan and coordinate repeater projects & maintenance
4. **EMBC Radio Station manager** (An EMBC position filled by a PGARC member)
  - a. Maintain a state of operational readiness
    1. Test the radio room equipment monthly
    2. Maintain equipment, files, instruction books and operating procedures
  - b. Train volunteers on equipment operation, activity logs, and procedures
  - c. Work with the dispatcher to maintain call out lists
  - d. Work with the dispatcher for staffing during activations
  - e. Supervise radio operations during activations
  - f. Work with the RERR as required
  - g. Report to the Regional Manager, RERR, or PREOC Director as circumstances require
  - h. This position is filled by the EMBC regional manager.
5. **Net Controller**
  - a. Maintain a schedule of who will be net controller
  - b. Maintain the operating procedure documents used by the net controller
  - c. Provide a weekly report of troubles encountered to the executive
  - d. Conduct the weekly 2M net
  - e. Submit an annual report of the number of check-ins
6. **Club Contact person(s)**
  - a. The secretary will respond to email inquires regarding the club.
  - b. The member who's telephone number is published for club purposes is responsible for forwarding or actioning telephone inquiries.
7. **Website Maintenance**
  - a. Keep the club website up to date
  - b. File electronic documents on the club website
  - c. Maintain website security including the password for restricted documents on the site
8. **Facebook Maintenance**
  - a. Update the club Facebook page to keep it current and interesting
9. **Capital Asset Tracking**
  - a. Maintain inventory of club capital assets including spare equipment
10. **Liaison with NICA**
  - a. Attend meetings as an NICA voting member to represent the interests of the PGARC
  - b. Report to club executive and club membership on items that may influence or affect Community Gaming Grant Applications
11. **Annual In-Kind Donations Report**
  - a. Receive in-kind donation reports and task reports and tabulate as necessary

- b. Compile a report of volunteer time spent on all club activities by all members
- c. Prepare an annual report in the form required for community gaming grant applications

**12. Regional Emergency Radio Representative** (This is an EMBC job – not a club job)

- a. This position is filled by and reports to the EMBC Regional Manager
- b. Job requirements are established by EMBC
- c. Report at club meetings and/or at executive meetings