

# Radio Amateurs of/du Canada

## RAC Field Organization

### Official Appointment Description

#### Section Manager

The Section Manager is the senior elected RAC official in his Section. In discharging his responsibilities, he/she:

Recruits and appoints Section- level assistants to serve under his/her general supervision and to administer the following RAC programs in the Section: emergency communications, message traffic, and on- the- air bulletins.

Supervises the activities of these assistants to ensure continuing progress in accordance with overall RAC policies and objectives.

Appoints qualified RAC members in the Section to volunteer positions of responsibility in support of Section programs, or authorizes the respective Section- level assistants to make such appointments.

Maintains liaison with the Field Services Manager and makes monthly reports to him regarding the status of Section activities; receives from FSM information and guidance pertaining to matters of mutual concern and interest; keeps informed on matters of policy which affect Section- level programs.

Conducts correspondence or other communications, including personal visits to clubs, hamfests and conventions, with RAC members and affiliated clubs in the Section; either responds to their questions or concerns or refers them to the appropriate person or office in the organization; maintains liaison with representative repeater- frequency coordinating councils having jurisdiction in the Section.

Writes, or supervises preparation of, a monthly "Section News" column in TCA to encourage member participation in the RAC programs in the Section.

Your position description includes assisting your successor as much as possible to ensure a smooth transition in your position. This involves promptly updating and turning over the position records and supplies to your successor so that there is a little loss of continuity as possible. A business- like transition reflects well on your professionalism, responsibility and consideration as well as on RAC.

Recruitment of new hams and RAC members is an integral part of the job of every 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.

Requirement: The Section Manager is required to be a Full RAC member and hold an Amateur Operator's Certificate (or equivalent, as stipulated by the Radiocommunication Regulations) and should always operate radio equipment only within the limits and privileges of the certificate and qualification held.