

Radio Amateurs of/du Canada

RAC Field Organization

Official RAC Field Organization Function Description

National Training Coordinator (NTC)

Assistant to the Vice President Field Services

This is a voluntary, specialist function carrying a great deal of responsibility. It is *not* a Field appointment.

Providing communications or augmenting existing public emergency communications in time of crisis has become an increasingly important reason for the very existence of the Amateur Radio Service. With that has come a greater need for trained, competent and confident radio operators. The role of the Amateur Radio Emergency Service (ARES) has become more vital, requiring rejuvenation and support in order to be and to be seen as a community resource on a professional level. This has resulted in a requirement for enhancement of the ARES nationally and internationally, particularly in the area of consistent training.

The National Training Coordinator is mandated to function as an assistant to the RAC Vice President Field Services (VPFS), reporting directly to him, initiating and coordinating training to the ARES.

The NTC's function is to research, devise and make available consistent training methods, documents and other training support to RAC ARES units and members.

In order to facilitate his national mandate the NTC, in concert with the Section Manager (SM) and Section Emergency Coordinator (SEC), will identify suitable candidates and appoint a Section Training Coordinator (STC) in each Section to assist the NTC.

The NTC, through the STC, will work in cooperation with each RAC SM and SEC, as well as with other assistants to the VPFS, to coordinate training. The NTC is the representative of the VPFS and will act in close contact with the VPFS, keeping him informed of all activities regarding ARES/NTS training.

There is no set expiry date for the NEC appointment. The function may be terminated by the VPFS at any time deemed appropriate by him.

NTC qualifications and functions:

1. Form close contact, cooperate, coordinate and liaise with his national counterpart in the ARRL.
2. Form close contact, cooperate and coordinate with each RAC SM and SEC, through the STC, to advise on existing and new training resources available to the RAC ARES.
3. Coordinate with the RAC National Emergency Coordinator (NEC) in identifying training needs pertinent and peculiar to mutual emergency communications assistance.
4. Coordinate with the RAC National Traffic System Coordinator (NTSC) in identifying training needs pertinent and peculiar to National Traffic System and other traffic networks.

5. Promote ARES membership drives, meetings, activities, tests, procedures, training, etc. in cooperation with the SM and SEC, directly or through the STC, in the interests of consistent training methods.
6. Keep current with new or improved training methods and resources common to the ARES in particular and to emergency communications in general, including those used by the ARRL.
7. Advise the VPFS on training matters and submit to the VPFS timely reports of training provided, considered, initiated or presented, as well as other activities related to other items numbered above. Such reports should include accounts of activities undertaken by Section Training Coordinators.
8. Create and maintain a reference manual, based on planning and training preparation and presentation experience as NTC, for archival and future resource purposes.

Appointees should take advantage of every opportunity to encourage newcomers to Amateur Radio and to Field Organization programs, especially the ARES, as well as to promote Amateur Radio's abilities to serve the public.

Requirements include: full RAC membership; full operating qualifications, preferably including Morse code; successful completion of training pertinent to the ARES; training or experience in emergency communications in general would be as asset; experience as an ARES member or other provider of public service communications using Amateur Radio; demonstrated understanding and appreciation of the RAC Field Organization structure generally and the ARES particularly; goal-oriented, possessing good interpersonal and leadership skills; ability to manage time and to set and meet priorities; experience in creating and presenting training related to the ARES.

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