

Radio Amateurs of/du Canada

RAC Field Organization

Official RAC Field Organization Function Description

National Traffic System Coordinator (NTSC)

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 National Traffic System (NTS) and that of its sister organization the Amateur Radio Emergency Service (ARES) has become more vital, requiring rejuvenation, expansion and support in order to be and to be seen as a community resource on a professional level. This has resulted in an identified need for enhanced support and assistance for the NTS, a system which has been seen as flagging in Canada.

The National Traffic System Coordinator (NTSC) is mandated to function as an assistant to the RAC Vice President Field Services (VPFS), reporting directly to him in support of the NTS, to provide a national source of coordination and consistent advice regarding traffic handling in Canada.

The NTSC's function is to expand, improve and generally offer experienced support and guidance to NTS nets in RAC Sections, their managers and their volunteer stations. The NTSC is there as a recognized authority on traffic handling and to assist and advise, not to take over or to do the work of the Section Traffic Manager (STM) or other Section officials.

In order to facilitate his national mandate the NTSC, in concert with the Section Manager (SM) and Section Traffic Manager (STM), will assist by providing advice in creating new NTS nets and improving existing ones, in accordance with Section II (2) of the ARRL Public Service Communication Manual (PSCM) which is embraced by the RAC Field Organization.

The NTSC is the representative of the VPFS in traffic handling matters and will act in close contact with the VPFS, keeping him informed of all activities regarding the NTS and other RAC Field Organization traffic handling matters.

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

NTSC qualifications and functions:

1. Assist in establishing, administering, encouraging and promoting a traffic handling program at the Section level based on, but not restricted to, NTS nets. Wherever applicable or for the sake of consistency and good operating practice (e.g. for NTS nets), the guidelines provided in the PSCM will apply.
2. In concert with the National Training Coordinator (NTC), help to support the development and implementation of one or more effective training programs nationally to address the needs of both traditional and digital modes of traffic handling. Existing training resources that employ recognized procedures and methods in traffic handling should not be overlooked. Provide guidance to STMs to insure that Net Managers place particular emphasis on the needs of Radio

Amateurs new to formal traffic handling, as well as those who receive, send, and deliver formal traffic on a "casual" by any Amateur Radio mode.

3. Assist and advise SMs and STMs in coordinating and cooperating with Section Emergency Coordinators (SECs) so that traffic nets and emergency nets in a section present a unified public service front, capable and ready to provide a meaningful service.

4. Provide guidance and advice to the STM when the latter recommends candidates for Net Manager and Official Relay Station appointments to the SM.

5. Assist the SM and STM in ensuring that all traffic nets within a Section are properly and adequately staffed, with appropriate direction to Net Managers, as required, to result in coverage of all Net Control and liaison functions. Offer advice in the assignment of liaison coverage adequate to ensure that all ARES/NTS digital bulletin boards and message storage systems within a section are polled on a daily basis, to prevent misaddressed, lingering, or duplicated radiogram-formatted message traffic.

6. Advise the STM on the collection and preparation of accurate monthly net reports and ensure their submission to the Section Manager, copied to the VPFS using the appropriate form.

7. Provide guidance to help maintain familiarity with proper traffic handling and directed net procedures applicable to all net procedures.

8. Promote membership drives, meetings, activities, tests, procedures, etc. nationally and in cooperation with the SM and STM at the Section level, in the interests of the ARES/NTS.

9. Advise the VPFS on NTS and other traffic handling matters, make recommendations to the VPFS as to the content of the NTS pages of the RAC website and submit to the VPFS timely reports of activities related to the NTSC mandate, including those indicated in other items numbered above.

10. Create and maintain a reference manual, based on net coordination advice and experience as NTSC, for archival and future resource purposes.

Recruitment of new hams and 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, particularly the NTS, as well as our abilities to serve the public.

Requirements include: full RAC membership; full operating qualifications including Morse code; extensive experience in and knowledge of traffic handling and coordination of all traffic efforts within a Section regardless of mode or NTS affiliation; be comfortable and familiar with traffic handling in all modes; be willing and able to devote equal time and consideration to national traffic matters in all Sections; demonstrated understanding and appreciation of the RAC Field Organization structure generally and the NTS particularly; goal-oriented, possessing good interpersonal and leadership skills; ability to manage time and to set and meet priorities; an understanding of the ARES/NTS and their purpose.

NTSC (12/07R4-8)