



Multnomah County Amateur Radio Emergency Service

Administrative Organization

This document describes the Multnomah County Amateur Radio Emergency Service (MCARES) organization and function for day-to-day management of the organization. It includes administrative roles and organizational structure. It is created as a sister document to the SOP 2022 document.

It is implemented throughout the year to maintain our readiness to provide backup communications to Multnomah County Emergency Management (MCEM) and other agencies designated by MCEM during a disaster activation.

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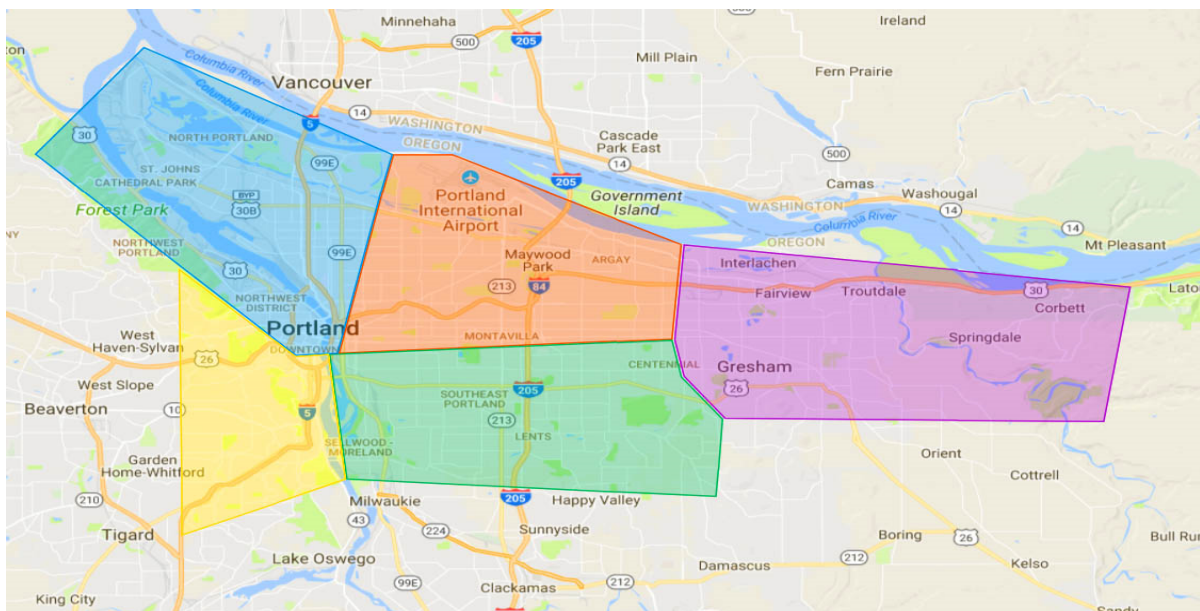
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Administrative Organization and Structure

The Operational Organization Structure is applicable to all Multnomah ARES Amateur Radio Operators (ARES AROs). It is designed to coordinate ARES AROs into geographically based teams.

Due to the large population and geographic size of Multnomah County, the organization of the ARES AROs will be divided into working teams. These teams will be organized by operators serving a geographical area to foster coordination and readiness among the ARES AROs on a given team. This framework allows for a distributed responsibility for readiness and training at all times.

This administrative organization structure is independent from the operational structure and organization. It serves as a small unit organization during non-operational times for preparation of personnel knowledge and readiness.



Alpha team - orange
Delta team - blue

Bravo team - green
Echo team - purple

Charlie team - yellow
Mike team - at large

The operational structure flows from the individual ARES ARO through the team leader and/or appropriate manager to the Emergency Coordinator (EC).

Administrative Roles and Responsibilities

Individuals may perform more than one role

Emergency Coordinator

- Oversees all MCARES activities
- Conducts monthly general membership meetings
- Conducts monthly leadership meetings
- Assists or oversees planning for exercises and public service events needing MCARES assistance
- Maintains relationship with MCEM personnel and assists in preparing for disasters that compromise communication with state Office of Emergency Management and other response agencies and local governments.

Assistant Emergency Coordinator

- Reports to the EC.
- Assists EC in all of the above duties and assumes these duties in EC's absence
- Provides technical assistance to EC and Team Leaders.
- Assists with other tasks and projects according to interest and ability

Team Leader

- Reports to the EC.
- Responsible for the organization and readiness of the ARES AROs assigned to their team.
- Responsible for the knowledge of the equipment at their Served Agency and or any ARES equipment used in the field.
- Responsible for organizing twice yearly monthly net control duties for the team.
- Attends monthly Leadership meetings
- Coordinates team participation in drills and exercises.
- Assists with other tasks and projects according to interest and ability
- Conducts a minimum of 4 team meetings per year and records team members participation.
- Coordinates with the Training Manager in assisting team members to earn other training certificates.

ARES/RACES Radio Operator (ARRO)

- Reports to the Team Leader
- Maintains personal radio equipment and personal go-kit.
- Checks e-mail frequently to stay informed of MCARES activities.
- Maintains communication and radio skills by:
 - Attending a General and Team meetings
 - Participating in drills and exercises
 - Participating in public services events as an ARO
 - Participating in MCARES weekly net, digital modes training net and other radio nets
 - Pursuing MCARES certifications in various radio skills.

Membership Manager

- Welcomes new members, sends an orientation packet, introduces Team Leader and new member trainer. Informs of the resources available.
 - Maintains membership records and Google Drive roster with current contact information of all members.
 - Collects ICS documents for each member and coordinates with the Training Manager for ARRO certification.
 - Distributes “records check” form to qualified members.
 - Records membership participation at monthly meetings, events, drills and SETS.
- Maintains Google Group email reflector.

Training Manager

- Sets forth the annual training schedule for training element of each general meeting
 - Works with team leaders to choose and schedule topics
 - Assigns speakers, sends reminders beforehand
- Coordinates any training resources needed.
- Is available to team leaders and can assist with team-level training.
- Arranges ARRO certification workshops and coordinates other MCARES certifications with other leadership personnel
 - Sends email to new members introducing ARRO process
 - Tracks ICS prerequisites, schedules ARRO training sessions, sends reminders
 - Draws on team of trainers to deliver the ARRO training sessions
- Maintains training records on Google Drive.

Public Outreach Manager

- Responsible for public outreach and recruitment and leads recruitment drives for new members.
- Coordinates ARES promotion and recruitment at local public service events and emergency preparedness fairs.
- Recruits members to represent ARES at recruitment and outreach functions
- Prepares news releases to local media and articles for QST Magazine and ARES NW Division Newsletter
- Responsible for Multnomah ARES presence in social media.

Net Manager

Yearly:

- Attend leadership planning meeting
- Confirm team net control schedule. All team leaders (TL) to enter this in their own calendars.
- Set a special net schedule.
- Contact any TLs who did not attend meeting and advise them of their team's months and special nets and advise them to enter it into their personal calendar.

Monthly

- Attend the leadership meeting on the second Thursday.
- Confirm net control duty for the following month. (TLs to submit list of net controls for the next month by the general meeting (fourth Thursday. Follow up with TL if no list submitted.) Remind net controls before their net.
- Enter net control assignments to spreadsheet on Google drive.
- Confirm details of special net for following month: location of repeater and who will deploy it, and location of net control.
- Send a reminder email to TL if they did not attend the meeting.

Monday before the second Wednesday.

- Send a special net info email to all members.
- If no net report is received from net control, send them a reminder email. Net report to consist only of call signs and total number of checkins.
- Enter total number of checkins to spreadsheet on Google drive.

Other

- Revise net control scripts as needed and submit to the web manager to post on the website.
- Assist with special projects according to interest and ability.

Web Manager

- Maintain the www.multnomahares.org website and keep all information therein current.
- Manage email forwarders for the multnomahares.org domain.
- Keep multnomahares.org registration current with domain registrar.
- Manage account with web hosting provider.
- Attend monthly leadership meetings.

Appendix A: Leadership Contact information

Deb Provo	KK7DEB	dprovo@yahoo.com	EC
Adam Karol	KF7LJH	akarol36@gmail.com	AEC / Mike Team Lead
Dylan McNamee	N4LYD	dylan.mcnamee@gmail.com	AEC / Alpha Team Lead
Linda Bellerby	K7LJB	ljbellerby@gmail.com	Bravo Team Lead
Bruce Schafer	AA7PB	bruceschafer1@gmail.com	Charlie Team Lead
Jeff Bissonnette	KI7TVE	jeff@jeffbissonnette.com	AEC / Delta Team Lead
Phyllis Adams	W7ZM	pcadams@comcast.net	Echo Team Lead
Dylan McNamee	N4LYD	dylan.mcnamee@gmail.com	Training Manager
Deb Provo	KK7DEB	dprovo@yahoo.com	Membership Manager
			Public Outreach Manager
Brian Cochrane	KE7QPV	brian.j.cochrane@gmail.com	Web Manager
Phyllis Adams	W7ZM	pcadams@comcast.net	Net Manager