



Garland Radio Amateur Civil Emergency Service

Garland Amateur Radio Emergency Service



Position Descriptions

Radio Officer

- Appointed by and reports to Emergency Management Coordinator
- Performs duties as directed by the EMO
- Sets goals and standards for the unit
- Represents the unit as a whole
- Must possess a General Class license or higher

Assistant Radio Officers

General

- Appointed by and reports to Radio Officer
- Provides a positive influence to appointees
- Maintain situational awareness at all times
- Performs other duties as requested by the Radio Officer
- Stands in for Radio Officer as requested
- Initiates activation¹ upon request of E.M. , Warning Center Officer or R.O.²

ARO – Administration

- Develop and maintain Garland RACES personnel data base
- Communicates with appointees as to their status

ARO – Training

- Plans and develops appropriate training topics and schedule
- Conducts on the air training
- Arranges for others to conduct on the air training per plan

ARO – EOC Support

- Develop, maintain, and arrange EOC radio staffing as needed for activations
 - Leads RACES CAT team

ARO – PIO & Mutual Aid Liaison

- Develops and provides information to further Garland RACES goals
- Spokesperson for the unit (Media Interface)
- Develop, Communicate and Coordinate with neighboring Leadership to arrange and coordinate mutual aid support and/or response.

ARO – Technology & Special Services

- Provides technical support to appointees
- Maintains awareness of upcoming amateur radio technology
- Maintains EOC and ECC RACES radio equipment
- Leads special projects and teams as directed by the Radio Officer

ARO – Communications/ Net Control Station

- Primary net control
- Selects, trains, manages, and directs assistant net control stations
- Provides net data to ARO Administration as needed
- Urges all net control stations to possess necessary equipment to support net operations

ARES – RACES RO and AROs form the leadership team for Garland ARES®. Garland RACES is a “dual hat” organization which can operate as an ARRL ARES® communications group as required.

Reference: 1 GRACES Activation Procedure

2 Refer to Emergency Notification document