RADIO RELAY INTERNATIONAL

Western Area Staff
Terms of Reference

Article One Name

The operational area name and organizational structure shall be known by these Terms of Reference as the Western Area Staff. The Western Area encompasses the Regions designated by the Radio Relay International (RRI).

Article Two Purpose and General Functions

A. The purpose of the Western Area Staff is to help implement the purposes and principles of the Radio Relay International in the Western Area. RRI provides an integrated network structure to promote accurate and efficient movement of message traffic from origin to destination as a public service, and to train a cadre of amateur radio operators to handle message traffic in an organized, coordinated network environment.

B. The functions of the Western Area Staff are as follows:

1) Coordination of the daily operation of the affiliated Digital Traffic Network (DTN), the Inter-Area Traffic Network (IATN) functions, and Area Nets and Region Nets in the Western Area in accordance with RRI policies and procedures.

Temporary deviations from RRI and Area Staff standards and procedures are coordinated with and approved by the Area Staff Coordinator in consultation with Staff, and in cooperation with other affected Areas.

2) The Area Staff seeks cooperation with community, county and state networks to foster harmonious relationships among public service communication facilities and the RRI.

3) Study and make recommendations on RRI service development. To meet this responsibility, the Staff may retain the services of expert advisors as Associate Members on an ad hoc basis. See Article IV: Membership. Recommendations for specific actions shall be directed to the Area Staff Coordinator for joint review and action by the Area Staff Coordinators and the RRI Governing Board, as appropriate.

Article Three Specific Responsibilities

Other specific responsibilities of the Staff members are as follows:

A. Inter-Area Traffic Network (IATN) Manager:

1) Manage scheduled functions. Appoint capable, experienced operators to the assigned schedules.

2) Maintain close collaboration with the assigned inter-area traffic operators and with counterpart managers in the area and in other areas. Represent the collective views of the inter-area traffic operators to the Area Staff on questions involving policies and procedures.

3) Provide leadership and work with other Area and RRI Officials to establish additional schedules, links, hot lines, or gateways between Regions and Areas of the System when needed.

B. Area Digital Manager:

1) Establish DTN communication standards and guidance for area and region digital hub stations in consultation with counterpart area managers and area DTN operators.

2) Expand DTN capabilities, especially in the areas of system redundancy/reliability and emergency/disaster communications.

3) Integrate digital communications with other modes within the system and other affiliated systems.

4) Appoint Digital Relay Station (DRS) operators and maintain DTN operator roster within the area.

C. Area Net Managers:

1) Manage area net operations in general. Work with Region Net Managers for the provision of representatives from the Region nets.

2) Maintain close collaboration with net appointees, and represent their collective views to the Area Staff on questions involving policies and procedures.

D. Region Net Managers:

1) Manage net operations in general. Appoint and train qualified net control stations. Designate representatives to the Area Net. Cooperate with county/state net officials for the provision of liaison stations to Region Nets.

2) Maintain close collaboration with net appointees/designees, and represent their collective views to the Area Staff on questions involving policies and procedures.

E. Members-At-Large: Experienced operators active within the RRI system providing a broad perspective and operational skill-set to the Staff.

F. All Area Staff Members:

1) Play active role in area traffic-handling operations and participate in policy development and training programs.

2) Resolve net, inter-area function and digital network issues in cooperation with the Area Staff Coordinator and RRI Board Chair, as appropriate.

3) No action or recommendation of an Area Staff should compromise the broad prerogatives of the respective Staff members in matters concerning the internal operation of the network, net, or function, except in those subject to review by the full Area Staff due to possible impact on the System.

4) Issue certificates to network, net or function operators as appropriate.

5) Report monthly on network, net and function activity to the RRI Recorder.

Article Four Membership

The Western Area Staff shall consist of the following Full Members with voting privileges:

1) Inter-Area Traffic Network Manager. The IATN Manager is elected by plurality vote of the Area active IATN operators. Term of appointment shall be three years (no term limits) subject to the maintenance of satisfactory performance.

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2) <u>Area Net Managers</u> are elected by plurality vote of the active net operators. Term of appointment shall be three years (no term limits) subject to the maintenance of satisfactory performance.

3) <u>Region Net Managers</u> are elected by plurality vote of the active net operators. Term of appointment shall be three years (no term limits) subject to the maintenance of satisfactory performance.

4) <u>Area Digital Manager</u> is elected by plurality vote of the active region digital hub station operators. Term of appointment shall be three years (no term limits) subject to the maintenance of satisfactory performance.

5) <u>Members-at-Large</u>. Up to two (2) Members-at-Large (MAL) elected by plurality vote of the Staff. Term of appointment shall be two calendar years, with no term limits.

6) <u>Associate Members</u>. Area Staff Coordinator, in consultation with Staff, may appoint additional advisors as Associate Members, either on an ad hoc basis during studies of specific development issues or without a specific portfolio, or to represent secondary affiliated nets. Associate members do not hold Area Staff voting privileges.

Article Five: Area Staff Coordinator

The Coordinator shall be elected from the Staff membership by plurality vote of the Staff to serve a term of two years with no term limits.

The responsibilities of the Coordinator are as follows:

1) The Coordinator shall hold full responsibility and authority for the coordination of Western Area Staff functions, in accordance with these terms of reference and RRI policies and procedures.

2) The Coordinator shall represent the Western Area Staff during deliberations of the Area Staff Coordinators, and on the RRI Governing Board. When a matter involves a major published policy or procedure, or affects the operations of the RRI, the matter shall be addressed jointly first by the Area Staff Coordinator with recommendations to the RRI Governing Board for appropriate action.

3) The Coordinator shall conduct Staff nominations and elections and notify the network active operators, as well as the RRI Board Chair and Secretary, of Staff vacancies, elections and election results.

4) The Coordinator shall plan and conduct periodic staff meetings. Rules of conduct of meetings are specified by the Coordinator.

5) The Coordinator shall prepare and submit periodic reports concerning the activities and procedures of the staff and RRI Governing Board, as appropriate.

Article Six: Methods and Procedures

1) A majority of the Staff will serve as a quorum for official Staff actions

Meetings

2) The Staff may meet periodically, informally or formally, or on-the-air, to address Area Staff matters, problems and formulate policy recommendations to be submitted to the Area Staff Coordinator. Provided there are sufficient matters requiring consideration and a specific agenda is established, the Area Staff Coordinator may call a formal meeting.

3) The Area Staff Coordinator shall attend the meetings of the Area Staff Coordinators and the RRI Governing Board.

General Procedures

4) Western Area Staff operations shall be conducted in accordance with RRI policies and procedures.

5) Changes to Area or RRI Policies and Procedures shall be recommended in writing first to the Area Staff Coordinator, with subsequent recommendations, as appropriate, forwarded to the Staff, to the Area Staff Coordinators, or RRI Governing Board.

Staff Vacancies

6) In the event a staff position is to become vacant, the Coordinator shall solicit nominations from the respective network active operators for a replacement.

A nomination should be solicited from the outgoing Staff member. The Coordinator shall state a reasonable closing date for nominations. Following the closing date, if more than one valid nomination has been received, an election shall be conducted by the Coordinator. If only one valid nomination is received by the closing date, the Area Staff Coordinator will conduct a survey of the respective network active operators for approval of the candidate before confirming the appointment.

7) Staff members not fulfilling basic performance standards will be subject to sanctions including possible appointment revocation by vote of the full staff. Any Staff member failing to report assigned activity for a period of two months without a valid reason will be subject to appointment termination.

Article Seven Representation on RRI Board

The Area Staff Coordinator and a specified number of Staff full members, elected by a plurality vote of the Staff for two year terms, shall represent the Staff as designated voting members on the RRI Governing Board in accordance with the RRI Bylaws.

Article Eight Amendment and Approval of Terms of Reference

These Terms of Reference may be amended by a plurality vote of all Western Area Staff voting members. Amendments are subject to the approval of the RRI Governing Board.

Approved by Western Area Staff:

By an October 2016 email vote by the full members of the WAS.

Robert Griffin, K6YR, Interim WAS Coordinator

Approved by RRI Governing Board: