

Central US Radio Relay International (RRI) Terms of Reference (TOR)

This Radio Relay International, Inc. Terms of Reference document provides official guidance to Central US RRI officials above the ARRL section level -- such as Inter-Area Traffic Network (IATN) Manager, Central US and Call Area Net Managers, Central US Digital Traffic Network (DTN) Manager, and Central US Staff leaders.

In this document, the Inter-Area Traffic function, formerly known as the Transcontinental Corps or Trans-US Group, will be denoted *Inter-Area Traffic Network*, the Central US zone will be denoted *Area*, and the Call-sign zones will be denoted *Regions*. The use of Area and Region terminology shall be consistent with the operational manual descriptions being produced. While these are initially the same geographical zones as were used in the former National Traffic System (NTS)SM upper level system, they may be modified for use within the RRI as proposed and approved by the Area staffs.

Article One: Name

The name of the organization shall be the Central US Area Staff. The Central US Area Staff encompasses the majority of the 5th, 9th, and 10th FCC call-sign zones of the United States, denoted herein as Region 5, 9th Region, and 10th Region. The organization may also be referred to as Radio Relay International Central, or RRIC. See Appendix 1.

While the name is chosen to correlate with FCC call-sign zones in the United States, the Canadian provinces of Saskatchewan (VE5) and Manitoba (VE4) are considered part of the 10th region and operators there are also welcome to participate in RRIC.

Article Two: Purpose and General Functions

The task of the Central US Area Staff is to implement the purposes and principles of the Radio Relay International system above the section level in the Central US. The RRI works in conjunction with the National Traffic SystemSM that operates at the ARRL Section level. The RRI provides an integrated network structure to promote accurate and efficient movement of message traffic beyond the ARRL Section level, 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.

The primary functions of the Central US Area Staff are as follows:

- 1) Coordinate the daily operation of the affiliated Digital Traffic Network (Area and Region HUBs), Inter-Area Traffic, Central US Area Net, and RRI Region Net functions in the Central US in accordance with the policies and procedures of the RRI. Temporary deviations from the standards are coordinated with and approved by the Central US Area Coordinator, in cooperation with the affected Western and Eastern staffs.
- 2) Seek 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 System development issues. To meet this responsibility, the Staff may retain the services of expert advisors as Associate Members on an ad hoc basis. See Article Four: Membership. Recommendations for specific actions shall be delivered to the Coordinator for joint review and action by the three RRI Area Staffs' members, and the overarching RRI Board of Directors, as appropriate.
- 4) Note that responsibility for administration of the National Traffic System™ at the Section level is vested in the office of the ARRL Section Manager, and under delegated authority of the Section Traffic Manager. The RRI Staff shall coordinate with Section level officials to foster a harmonious relationship between the Section and higher levels of the System.

Article Three: Specific Responsibilities

Inter-Area Traffic Network Manager (formerly TCC or Trans-US Group Director):

- 1) Manage scheduled functions between Central and Western / Pacific RRI and Eastern Areas. Appoint capable, experienced operators to the schedules assigned to related RRI cycles.
- 2) Maintain close association with the assigned inter-area traffic operators and with all other Inter-Area Traffic Network Managers in the System. Represent the collective views of the operators to the Central US Area Staff on questions involving RRI policies and procedures.
- 3) Provide leadership and work with other RRI Officials to establish additional schedules, links, hot lines, or gateways between Regions and Areas of the System when needed.

Digital Traffic Network (DTN) Area Digital Manager:

- 1) Establish digital communication standards for Area and Region DTN applications in consultation with Digital HUB and Digital Traffic Station operators.
- 2) Integrate digital communications with other modes within the system.
- 3) Appoint and manage the Digital Traffic Station roster within the area.

Area Net Manager:

- 1) Manage Net operation in general. Appoint and train qualified net control stations. 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 RRI policies and procedures.

Region Net Managers:

- 1) Manage Net operations in general. Appoint and train qualified net control stations. Appoint representatives to the Area Net. Cooperate with Section-level officials for the provision of liaison stations from Section to Region Nets.

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

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

All RRI Area Staff Members:

- 1) Nominate candidates for the position of Inter-Area Traffic Network Manager, Area Digital Manager, Region and Area Net Manager, and Member at Large when vacancies occur. Note that candidates do NOT have to be ARRL members. Assure that all candidates are qualified under RRI standards. Approve replacements by popular vote, as elected by the participants in each net or service.
- 2) Resolve Net, Inter-Area function and Digital network issues in cooperation with the Area Staff Coordinator and the RRI Board of Directors, 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 net, or function, except in those subject to review by the full Area Staff due to possible impact on the System.
- 4) Expand RRI capabilities, especially in the areas of system redundancy/reliability and emergency/disaster communications.
- 5) Issue certificates to Net or function operators as appropriate.
- 6) Report monthly on Net/function activity to the RRI Area Coordinator.

Article Four: Membership

The Central US Area Staff shall consist of the Coordinator and the following additional Full Members with voting privileges:

- 1) **Inter-Area Traffic Network Manager.** Elected by plurality vote of the Inter-Area Traffic Network participants, approved by the Area Staff members. Term of service shall be indefinite subject to the maintenance of satisfactory performance.
- 2) **Area Net Manager.** Elected by plurality vote of the Area Net participants and approved by the Area Staff members. Term of service shall be indefinite subject to the maintenance of satisfactory performance.
- 3) **Region Net Managers.** Elected by plurality vote of the Region Net participants and approved by the Area Staff members. Term of service shall be indefinite subject to the maintenance of satisfactory performance.
- 4) **Area Digital Managers.** Elected by plurality vote of the active Area Digital HUB operators and approved by the Area Staff. Term of service shall be indefinite subject to the maintenance of satisfactory performance.
- 5) **Region Digital HUB Operators:** Appointed by the Area Digital Manager with recommendations and approval from the Staff. Term of appointment shall be indefinite subject to the maintenance of satisfactory performance.
- 6) **Members-at-Large.** Elected by plurality vote of the Staff. Term of service shall be three calendar years with no term limits, subject to continued participation in staff matters.

There shall be a minimum of two regular MAL positions. Additional MAL positions may be created when authorized by majority vote of the Area Staff. In the event a MAL position becomes vacant, positions greater than two may be eliminated by majority vote of the Area Staff. The Central US Area currently has three MAL positions.

- 7) The Area Staff Coordinator may appoint additional temporary voting MAL positions, subject to Staff approval. These temporary positions shall be subject to yearly review and renewal by the Staff.
- 8) The Area Staff Coordinator may appoint Non-voting Associate Members on an ad hoc basis during studies or specific development issues.
- 9) The Area Staff, with approval from the RRI Board, may accept Lower-Level (Section / Local) Net Managers as non-voting Associates if their net chooses to affiliate with RRI instead of NTS.
- 10) Section Traffic Managers shall be accommodated as non-voting Associates upon their request.

Article Five: Area Staff Coordinator

The Coordinator shall be elected by plurality vote of the voting Staff to serve a two-year term with no term limits. The Coordinator need not hold any other staff position such as net manager or MAL to be eligible for election.

The responsibilities of the Coordinator are as follows:

- 1) The Coordinator shall hold full responsibility and authority for the management, control and direction of Central Area Staff functions, in accordance with these Terms of Reference and the policies and procedures specified by the RRI Board of Directors.
- 2) The Coordinator shall represent the Central US Area Staff during deliberations of the RRI Board of Directors. When a matter involves a major published policy or procedure, or affects the operations of the other RRI Areas, the matter shall be addressed jointly first by the Area Staff Coordinators 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 and/or periodically advise and poll the staff members via electronic mail on matters of importance. 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 his or her staff to the RRI Governing Board.

Article Six: Methods and Procedures

- 1) A majority of the voting Staff will serve as a quorum for official Staff actions. In order for election results to be valid, a majority of the Staff or network participants, as appropriate, must return completed ballots.

Meetings

- 2) The Staff may meet periodically, informally, 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 in-person consideration, and a specific agenda is established, the Area Staff Coordinator may call a formal meeting. To the maximum extent possible, these meetings shall be conducted electronically, e.g., via telephone conference or such services as Skype or EchoLink.
- 3) The Area Staff Coordinator shall attend the meetings of the three Area Staff leaders and the RRI Governing Board.

General Procedures

- 4) Central US Area Staff operations shall be conducted in accordance with published 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 leaders, and the RRI Governing Board.

Staff Vacancies

- 6) In the event a staff position becomes vacant, the Coordinator shall solicit nominations for the replacement from the respective network active operators. 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 Coordinator will conduct a survey of the active network operators for approval of the candidate before declaring him or her elected and notifying the RRI Board of Directors.
- 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 to the Coordinator for a period of three months without a valid reason will be subject to appointment termination.

Article 7. Representation on RRI Board

The Area Staff Coordinator, and between 2 and 4 (as dictated by the RRI Board of Directors and Bylaws) other representatives shall be selected from among the Voting Members by plurality vote of the Staff, with preference given to Inter-Area Traffic Network Manager and Area Digital Manager. Those selected shall represent the Staff as voting members on the RRI Governing Board in accordance with the RRI Bylaws.

Article 8. Amendment of Terms of Reference

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

Approved by Area Staff:

Approved by RRI Governing Board:

Appendix 1. Name Changes from ARRL to RRI, and Net Call-up names

Old Name	RRI Name	RRI Net Call-up Name
Chair	Coordinator	N/A
TCC Director	Inter-Area Traffic Network Manager	N/A
Area Digital Coordinator	DTN Area Digital Manager	N/A
Area and Region MBOs	Area and Region HUBs	N/A
Central Area Net	Central US Area Net RRIC	CAN
Region Net 5	5 th Call Area Net RRIC	RN5
9 th Region Net	9 th Call Area Net RRIC	9RN
10 th Region Net	10 th Call Area Net RRIC	TEN / 10RN
Member-at-Large	Member-at-Large	N/A
Central Area Staff	Central US Area Staff or RRIC Staff	N/A