Administration
New Member Assimilation

1. Introduction

It is important to integrate new members into the functions of the Amateur Radio Emergency Service® (ARES®) as quickly as possible. It has been shown time and again that the quicker and more involved individuals become in an organization, the more likely they are to remain involved. This document defines how new members are to be assimilated into the Gwinnett ARES® organization.

2. Responsibilities

The Assistant Emergency Coordinators (AECs) for Administration, Recruiting and Retention, Training, and Response Teams are responsible for implementing this procedure.

3. Related Publications

ADM 1-1   Gwinnett County Georgia Amateur Radio Emergency Service® Organization Structure

4. Definition of Terms

AEC   Assistant Emergency Coordinator

ARES®   Amateur Radio Emergency Service® (ARES® and Amateur Radio Emergency Service® are registered service marks of the American Radio Relay League.)

ARRL   American Radio Relay League

RTL   Response Team Leader

5. Guideline

New member applications are to be processed by the AEC for Administration and entered into the membership database along with a digital photo of the applicant. The status of the applicant will be "Pending" until completion of either Gwinnett ARES Basic Certification or The American Radio Relay League's (ARRL) Emergency Communications Level 1 (EC001) course. In addition, the AEC for Administration is to notify the AEC for Recruiting and Retention and the AEC for Training of the new member's application.

The AEC for Training will coordinate the applicant's completion of either Gwinnett ARES® Basic Certification program or completion of the ARRL's EC001. Once completed, the AEC for Training will notify the AEC for Administration of the successful completion and record the member's completion.

The AEC for Administration will issue a Gwinnett ARES® identification card to the applicant, changing their status to "Active", making them a full member. The AEC for Administration will notify the AEC for Response Teams that the member's status has been upgraded to "Active" and that the applicant is eligible for assignment to a Response Team.

The AEC for Response Teams will assign the applicant to a Response Team and notify the appropriate Response Team Leader (RTL) of the applicant's assignment, providing the RTL with all necessary contact information. The AEC for Response Teams will also notify the applicant of their Response Team assignment.

The RTL will add the new team member to the team's recall list and contact the applicant to advise them of the next Response Team activity, inviting them to the event.

6. Release Information

Stan Edwards. WA4DYD, Emergency Coordinator, is the author of this document. The Assistant Emergency Coordinator for Administration is responsible for continued maintenance of this document.

The date of publication for this document is April 25, 2003, and changes references to Basic Training to Basic Certification.