



TERMS of REFERENCE (ToR)

IARU REGION 3

Convenor of the STARS * Task Force**

(“Support of The Amateur Radio Service” (STARS *) in Region 3)**

(STARS * - sometimes abbreviated to STARS 3)**

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1. Preamble

Radio Amateurs taking up an appointment as a Convenor for IARU Region 3 are expected to be impartial and neutral and act on a regional and/or international basis, and not on a local, national or country basis.

The “General Conditions for the “Officers” of IARU Region 3: Coordinators, Committee Chairs, Convenor and Manager” are described in “Document R3-300”. It should be read in conjunction with this specific Terms of Reference (ToR).

2. General Conditions

1. All IARU Region 3 Convenors shall be appointed by the triennial Regional Conference, the supreme authority of IARU Region 3. Failing which, and under the direction of the Conference, the Directors of IARU Region 3 (the Directors) shall make the appointment.
2. The appointment will continue in effect until the next Regional Conference.
3. The Convenor is supported by his “home” Member Society that has “volunteered” to support him in the work to lead and manage the members of the group. The Society needs to assist operations and cover reasonable ongoing costs for the benefit of the Region.
4. All Convenors, in respect of their duties for IARU Region 3, shall be responsible only to the Directors and through them to the Regional Conference.
5. Convenors of IARU Region 3 shall deal with all aspects, relevant to the Region 3 geographical area, of policy and planning statements issued by the Administrative Council (AC) of IARU either directly or through any relevant International Coordinator appointed by the AC. In this work Convenors will take account of decisions and recommendations arrived at by IARU Region 3 Conferences and Directors’ meetings.
6. All Convenors of IARU Region 3 shall submit an Annual Report via the Secretary to the Directors in time for the annual Directors’ Meeting. Such reports must include any matters of policy difficulties that arose during the year, and any other items or unusual events.



7. At least two months prior to a Regional Conference all Convenors shall also submit a Report to the Conference for the general information of Member Societies. The Report shall cover the triennial period of office. The report should be submitted to the Secretary for inclusion in the Conference documents.
8. Use should be made of the IARU Region 3 Newsletter and the Web Site to provide news to Member Societies and their radio amateurs.
9. All Convenors of IARU Region 3 may attend Regional Conferences and other relevant meetings, as deemed necessary by the Directors; and as supported by their "home" Member Society. When the Convenor is directly working on and representing the activities concerned with his ToR, he will be considered to be a part of the Regional or International team. This will only be for the duration of the times of this specific activity during the Regional Conference.
10. All expenses incurred by an IARU Region 3 Convenor in carrying out their duties should be covered or reimbursed by his "home" Member Society, as noted in (3) above; and if so requested by him.
11. As of the date of this ToR, the role of the "home" Member Society for the STARS *** Task Force has been willingly accepted since its inception by the Japan Amateur Radio League (JARL). (Thanks are due to them).

3. Task Force Convenor: Support of The Amateur Radio Service – STARS ***

- A.** The Task Force for the “**Support of The Amateur Radio Service**” in Region 3 (STARS ***) was established with the **broad goals** to promote amateur radio and help it grow in IARU Region 3. This includes helping to establish and grow each National Member Society for them to provide local representation for their radio amateurs. This is a long term task.

Reference is made to the IARU Region 3 Information Document “Support of the Amateur Radio Service (STARS ***) – Description and Objectives”. *This is published separately as Document R3-501 in the IARU Region 3 series of standard and reference documents. It should be consulted for detailed background and information.*

The Task Force includes as its members nominees from Member Societies accepted at each Regional Conference. The members of the Task Force can and should include people from developed and developing economies and amateur radio societies.

A “Secretary” should be appointed to assist the Convenor of the Task Force (especially during the Regional Conference).

- B.** The Convenor shall lead the Task Force. The work includes the range of tasks to help Member Societies and Radio Amateurs in Region 3 to promote and develop amateur radio as follows:

- Provides assistance to form and grow an IARU member society
- Helps to establish and develop key Radio Clubs and stations, often in collaboration with an established local group or institution
- Helps to develop a close relationship with the Ministry or radio regulator of a country



- Enables the training of key administrators and regulators (with attendance at IARU “Amateur Radio Administration Courses” (ARAC) where possible)
 - Helps to establish initial training courses and examination systems that satisfy the licensing authority, and qualify a core group of local people as radio amateurs
 - Implements **Individual projects** by the STARS *** Task Force that promote and develop amateur radio
- C. The Convenor shall lead a meeting the STARS *** Task Force at each three yearly Regional Conference, including a review to confirm the Task Force, the Secretariat function and the members of the group.
- D. The Convenor and the Task Force shall actively seek and continuously collect information on promotion and “development” needs from Member Societies, the Directors and other relevant people in Region 3. The Convenor shall acknowledge all reports and enquiries received.
- E. The Convenor and the Task Force shall collect information on the capabilities, expertise and assistance that is available.
- F. The Convenor and the Secretary shall maintain a database record of the needs and help provided, and distribute it to the Task Force group members.
- G. The Task Force will need to determine a “Development Category” A, B, C for each case of need (see the referenced report in “A” above).
- H. The Task Force will identify candidates/projects for assistance and the type of help and actions required.
- I. The Convenor will get agreement within the STARS *** Task Force on priorities and action needed.
- J. The Task Force needs to allow for long time cycles for projects, and design them for sustainability after the project ends.
- K. The Convenor may request any assistance needed from other Societies and seek a “foster” society to help.
- L. The Convenor will manage and take action on each project in turn and track its project life cycle.
- M. The Convenor shall report on progress to the Working Group members and the Directors at regular intervals (3 or 6 monthly).
- N. The Convenor will arrange to collect and analyse feedback (success and failure) from projects to guide improvements.
- O. The Convenor will arrange to publicise the successes and benefits achieved, particularly in the Region 3 Newsletter.
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