



## **TERMS of REFERENCE (ToR)**

### ***IARU REGION 3***

#### **Region 3 Award Manager**

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#### **1. Preamble**

A Radio Amateur taking up the appointment as the “Region 3 Award Manager” is 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. The IARU Region 3 Manager 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 Manager is supported by his/her “home” Member Society that has “volunteered” to support him/her in the work to manage the issue of Awards. The Society needs to assist him/her and cover reasonable ongoing costs for the benefit of the Region.
4. The Manager, in respect of his/her duties for IARU Region 3, shall be responsible only to the Directors and through them to the Regional Conference.
5. The Manager shall deal with all aspects of the work, relevant to the Region 3 geographical area.
6. The Manager shall accomplish his/her work in accordance with IARU Region 3 award rules specified in the latest version of Document R3-502.
7. In carrying out his/her role, the Manager shall take account of any policy and planning statements issued by the Administrative Council (AC) of the IARU, or an International Coordinator appointed by the AC, for “Awards”.
8. In his/her work the Manager will take account of decisions and recommendations arrived at by IARU Region 3 Conferences and Directors’ meetings.
9. The Manager 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.



10. At least two months prior to a Regional Conference the Manager 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.
11. Use should be made of the IARU Region 3 Newsletter and the Web Site to promote the awards, provide news and information to Member Societies and their radio amateurs.
12. The Manager may attend Regional Conferences and other relevant meetings, as deemed necessary by the Directors; and as supported by his/her "home" Member Society. (For the Award Manager this is expected to be an unlikely event.) When the Manager is directly working on and representing the activities concerned with this ToR, he/she 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.
13. All expenses incurred by the Manager in carrying out his/her duties should, if he/she requests, be covered or reimbursed by his/her "home" Member Society, as noted above.

### **3. Region 3 Award Manager**

- A.** The IARU Region 3 Award was established to promote "on the air" operating activity:
- by radio amateurs in Region 3
  - between operators within Region 3
  - to give other operators worldwide a challenge to seek contacts in Region 3.

The Award also puts a focus on and publicises the Member Societies of Region 3.

- B.** The Manager shall receive applications for the Award, check and process them in a timely way and despatch digital Award Certificates to the successful applicants. He/She will also process any "upgrade" Endorsement requests received.
- C.** The Manager shall periodically review the Award Rules and update them as required.
- D.** The Manager will issue for digital Award Certificates as required. Upgrade Endorsement silver and gold are held and issued to Certificate holders as they qualify and request them.
- E.** The Manager may co-opt local help if required, with the agreement of his/her "home" society.
- F.** The Manager shall acknowledge and respond to all enquiries received.
- G.** The Manager shall maintain a record of the Certificates awarded; both for the initial Certificate Grade and any endorsements.
- H.** The Manager shall periodically publicise the availability of the Award in the Region 3 Newsletter, on "Awards" forums and member society magazine columns and other forums.
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