



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

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

#### **ARDF (Amateur Radio Direction Finding) Committee Chairman**

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#### **1. Preamble**

Radio Amateurs taking up an appointment as a Chairman 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 Chairmen 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 Chairman 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 Chairmen, in respect of their duties for IARU Region 3, shall be responsible only to the Directors and through them to the Regional Conference.
5. Chairmen of IARU Region 3 shall deal with all aspects, relevant to the Region 3 geographical area.
6. There are no known policy and planning statements issued by the Administrative Council (AC) of IARU, or an International Coordinator appointed by the AC, for “ARDF”.
7. In their work Chairmen will take account of decisions and recommendations arrived at by IARU Region 3 Conferences and Directors’ meetings.
8. All Chairmen 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.



9. At least two months prior to a Regional Conference all Chairmen 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.
10. Use should be made of the IARU Region 3 Newsletter and the Web Site to provide news to Member Societies and their radio amateurs.
11. All Chairmen 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 Chairman 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.
12. All expenses incurred by an IARU Region 3 Chairman in carrying out his duties should be covered or reimbursed by his "home" Member Society, as noted in (3) above; and if so requested by him.
13. As of the date of this ToR, the role of the "home" Member Society for the Amateur radio Direction Finding Committee has been willingly accepted since its inception by the Japan Amateur Radio League (JARL). (Thanks are due to them).

### **3. ARDF (Amateur Radio Direction Finding) Committee Chairman**

- A. This Committee was set up by IARU Region 3 with the Objectives of managing, coordinating and promoting Amateur Radio Direction Finding (ARDF). This competitive activity can involve radio amateurs of all ages. Individual and team efforts are encouraged, fostering regional (and international) friendships. A wide range of technical and other skills is involved. Physical activity and practical skills are needed, adding to the challenges.
- B. The competitive and technical aspects of ARDF are governed by "Rules". Specific rules have been developed for IARU Region 3. They are published in the documents:
  - **R3-504** "Rules for the IARU Region 3 Championships in Amateur Radio Direction Finding"
  - **R3-505** "Rules for the Appointment of IARU Region 3 International Class Referees in Amateur Radio Direction Finding"

These Rules were adopted at the 9<sup>th</sup> IARU Region 3 Conference, Singapore, in September 1994.

- C. The IARU Region 3 ARDF Committee Chairman will seek and select his committee from the members of the Member Societies of IARU Region 3 – preferably from those who are actively engaged in ARDF within their Societies, the Region or internationally. This is best achieved at the triennial IARU Region 3 Conferences. He should maintain a list of the ARDF Committee members and keep in touch with them regularly.



- D.** The major recurring task is the organisation of Region 3 ARDF Championships. A “host” Member Society is required to be the “Organising Society” and make all the arrangements for the competition venue, accommodation, local travel and staffing etc. Significant work is involved to ensure that Referees and Juries etc. are convened according to the rules. It is recommended that IARU Region 3 Championships should, in principle, be held once in every three years.
- E.** The “Rules” for Championships and Referees should be reviewed periodically and updated as required by the ARDF Chairman and his Committee.
- F.** IARU Region 3 teams may also need organisation to compete in international championships.
- G.** Promotion and publicity is required for Regional and National events. The Chairman needs to manage this, and should periodically publicise ARDF in the Region 3 Newsletter, in ARDF forums, member society magazine columns and other forums. The Chairman should also keep the Directors informed so that they can support these events.
- H.** The Chairman should identify any resources that could be used, or assistance needed for regional ARDF activities.
- I.** The Chairman shall provide progress reports to the Directors of Region 3 as required.
- J.** The Chairman shall provide a report to each Region 3 Conference with recommendations for the further development of ARDF.
- K.** Specific actions may be needed to promote ARDF to those people new to amateur radio, and to those smaller (or new) member societies that are not aware of ARDF and its challenges and rewards.
- L.** The Chairman shall assist the ARDF managers (or their equivalents) in IARU Region 3 Member Societies to encourage ARDF and keep them informed of planned events and competitions.

#### **4. Appointment and Conditions**

**Note:** In the case of the Chairman of ARDF Committee, his work is mainly supported by JARL. However, occasionally some wider support may be needed for special events.

**Note:** No “International” Resolutions or specific conditions are provided by the IARU for ARDF activities.

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