

**TERMS of REFERENCE (ToR)*****IARU REGION 3*****IARU Region 3 Society Liaison Officer****Index**

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1. Introduction
2. Requirements

1. Introduction

Clauses 11 and 12 of the **Constitution** of IARU Region 3 refer to the appointment of a “Liaison Officer” as follows:

“Liaison Officer

11. Each member Society shall at all times be represented by a Liaison Officer whose appointment shall be notified to the Secretary in writing. Each Liaison Officer so appointed shall be a radio amateur and holding full voting privileges with the Member Society represented.”

“Duties of Liaison Officer

12. Other than at a Conference, all views of a member Society shall be presented by its Liaison Officer and all correspondence to a member Society shall be directed to the Liaison Officer. Liaison Officers shall notify the Secretary of the vote of their Society on any matter submitted for the vote of Member Societies.”

General Comments

As a matter of practicality, a Society Liaison Officer may sometimes also be their Member Society “Delegate” at an IARU Region 3 Conference. The requirements for the “Delegate” are described in **Clause 14** of the Constitution. This requires that the Delegate “shall be a radio amateur and holding full voting privileges with the Society represented” (and Observers) “each of whom will lodge with the Secretary by email, post or facsimile by the commencement of the Conference a letter of appointment signed by two responsible officers of the Society concerned. The delegate and observer(s) shall not be signatories to their own appointment letter(s)” (unless some other conditions are also met).

The main task of an IARU Liaison Officer is to ensure that there is regular, meaningful contact between their Member Society and the **Executive Committee** of IARU Region 3, through the Secretary.

[This introductory section was made more specific in “Revision 2” of the original ToR of 12 September 1997. The actual relevant Clauses have now been copied in from the Constitution to avoid all doubt in “Revision 3”; rather than the partial summary originally provided.]



2. Requirements

The IARU Liaison Officer should:

1. be able to read, write, and speak English, the official language of IARU and IARU Region 3. The person so involved should have years of experience as a radio amateur and as an active volunteer in their Member Society
2. be well informed on amateur matters, both domestic and international, as well as have knowledge about the structure and workings of the IARU.
3. assure the continuous and appropriate flow of information between their Member Society and the IARU, and the Executive Committee of IARU Region 3.
4. co-ordinate, monitor and follow up that such information will be put into action when this is required
5. where applicable, be a member of the Member Society's team or delegation that maintains contact with the domestic Telecommunications Administration on a regular basis, or
6. in co-ordination with the Member Society's Board or Council, maintain regular contact with the domestic Telecommunications Administration
7. carry out assignments from their Member Society in the field of international relations.
8. whenever possible and at the direction of their Member Society's Board or Council, represent the Member Society or be a member of their Member Society's delegation to a Region 3 Conference
9. communicate routinely with the members of the Board or Council and/or Officers of their Member Society on matters pertinent to amateur radio, with particular reference to matters involving external relations, planning and strategy for improving international frequency allocations for the amateur services, licensing regulations, in the context of the preservation, promotion and defence of amateur radio.
10. encourage the growth and strengthening of the IARU, its member societies and amateur radio world-wide.
11. where and whenever possible be appointed for a minimum period of 3 years, i.e. from one Region 3 Conference to the next, subject to the election or appointment procedures of the Member Society. An IARU Liaison Officer should preferably have easy access to e-mail and Fax facilities.

End of ToR
