



## **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.

#### **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 **Executive Committee** of IARU Region 3 shall make the appointment.
2. The appointment will continue in effect until the next Regional Conference.
3. As of the date of this ToR there is only one “Manager” in the list of Officers of IARU Region 3 – this position of “Region 3 Award Manager”.
4. The Manager is supported by **their** “home” Member Society that has “volunteered” to support the work to manage the issue of Awards. The Society needs to assist **the Manager** and cover reasonable ongoing costs for the benefit of the Region.
5. The Manager, in respect of duties for IARU Region 3, shall be responsible only to the **Executive Committee** and through them to the Regional Conference.
6. The Manager shall deal with all aspects of the work, relevant to the Region 3 geographical area.
7. There are no known 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 this work the Manager will take account of decisions and recommendations arrived at by IARU Region 3 Conferences and **Executive Committee** meetings.
9. The Manager shall submit an Annual Report via the Secretary to the **Executive Committee** in time for the annual **Executive Committee** 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 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 **Executive Committee**; and as supported by their "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, the Manager 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 their duties should be covered or reimbursed by their "home" Member Society, as noted in paragraph (4) above; and if so requested.

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

- A. The IARU Region 3 Award was established to promote "on the air" operating activity:
- by radio amateurs by operating in Region 3
  - between operators within Region 3
  - to give other operators world wide 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 Award Certificates to the successful applicants. The Manager 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 print or arrange for Award Certificates as required. Upgrade Endorsement silver and gold stickers 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 their "home" society.
- F. The Manager shall acknowledge and respond to all enquiries received.
- G. The Manager shall maintain a database 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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### **ANNEX: IARU Region 3 Award – Rules**

**(See document "R3-502")**