

## **Radio Amateur Civil Emergency Service Working Group Charter**

1. Purpose: The Radio Amateur Civil Emergency Service Working Group is responsible for the preparation and maintenance of the Kansas RACES Plan. The plan provides for background data that prescribes specific procedures for the recruitment, training, and activation of participating amateur radio operators to support state and local governments; as well as identification of frequencies for broadcast transmission and relay procedures by participating amateur radio operators.
2. The Radio Amateur Civil Emergency Service Working Group shall have the following functions, powers, and duties:
  - a. The Communications Act of 1934, Section 606, as amended
  - b. Title 47 Code of Federal Regulations, Part 97, Subpart F, and RACES
  - c. Executive Order 12472, Assignment of National Security and Emergency Preparedness Telecommunications Functions
  - d. Civil Preparedness Guide 1-15: Guidance for Radio Amateur Civil Emergency Service
  - e. Staff support will be supplied through the Kansas Division of Emergency Management
3. Membership: The Radio Amateur Civil Emergency Service Working Group shall be offered to representatives in each of the categories listed below.
  - a. Representative from each of the Kansas Emergency Management Association Regions
  - b. Representative from each of the Regional Incident Management Teams
  - c. State Radio Amateur Civil Emergency Service Officer
  - d. Adjutant General's Department, Division of Emergency Management
  - e. Adjutant General's Department, Office of Interoperable Communications
  - f. Additional representatives to bring additional expertise to the group for outreach missions
4. Chairperson: State Radio Amateur Civil Emergency Service Officer
5. Vice-Chairperson: Selected annually by the Radio Amateur Civil Emergency Service Working Group members
6. Time allotted: The Radio Amateur Civil Emergency Service Working Group shall have the authority to convene as necessary; however, meeting times shall be at least once annually. The Chairperson shall be responsible for finalizing agenda issues and determining meeting times
7. Level of Empowerment: Prepare the State Radio Amateur Civil Emergency Service Plan and dissemination
8. Feedback: Publish a summary of meetings; report progress of to the Commission on Emergency Planning and Response