

Addendum A.

Committee Structure

The Wireless Society of Southern Maine is involved in several activities and public service events each year:

- We created and host two contests a year: *The Maine 2 Meter FM Simplex Challenge*, and *Maine QSO Party*.
- We participate in Field Day and Winter Field Day annually.
- We participate in fun on-air activities such as Summits on the Air (SOTA), Parks on the Air (POTA), Lighthouse events such as *International Lighthouse and Lightship Weekend (ILLW)*, and Islands on the Air (IOTA).
- We provide communications support to the Cumberland County EMA and the National Weather Service (SKYWARN).
- We are involved in various projects such as kit building, antenna construction, and related activities such as Amateur Radio Direction Finding (ARDF), High Altitude Ballooning, and more.

Because of the amount of time and energy needed to make these activities possible, the responsibility cannot fall onto the hands of a single person, or even a handful of individuals. Therefore, it may become necessary for club leadership to assign tasks associated with these activities to various club members who can assist.

These activities fall into the following categories, which may be broken out into committees:

- Contesting
- Field Day (and Winter Field Day)
- Portable Operating
- Public Service
- Projects

Each of these committees will have the following responsibilities:

Contesting

The contests are spread out nicely throughout the year.

The *Maine 2 Meter FM Simplex Challenge*, which is a sprint style contest lasting only 4 hours, takes place annually in either late March or Early April. The exact scheduling of this may move slightly based on when Easter falls on the calendar or if there are other conflicting contests.

The *Maine QSO Party* takes place annually during the last full weekend in September. The MEQP is an HF contest that is designed to be more like an international DX contest, meaning any station can log any other station as long as the contest exchange is made, and there's an incentive to work Maine stations.

Upon election, or as needed, the President shall name the Committee and make sure that its tasks are carried out.

The following tasks are required to make these contests a success:

- Promotion – through an email campaign and announcements in the blog, website, and social media, beginning about 30 days prior to the event. Promotion is also done with displays and handouts at hamfests.
- Announcing the contests to the various contest calendars, such as WA7 BNM, CQ Magazine, ARRL Maine Section, and to the ARRL for listing in QST.
- Annually maintaining and updating the rules, log sheets, application forms, and keeping the logging software providers updated with any changes made (this includes but is not limited to N1MM, N3FJP, SD Log, and others).
- After the contest is complete, compile all logs and cross check them to determine overall and category winners.
- Publish contest winners in the Newsletter, WSSM Blog, website, and distribute a press release to ham radio publications. Also create a web page with results and update the Contest History page as necessary.
- Update website with the next year's contest date and update rules and supporting documents as necessary.

Field Day (and Winter Field Day)

We've participated in *ARRL Field Day* since 2011 and *Winter Field Day* since 2018. These are 24-hour portable operations that test our ability to operate on emergency power for the whole duration, and do so in a competitive environment.

Upon election, or as needed, the President shall name the Committee and make sure that its tasks are carried out.

The following tasks are required to make these events a success:

- Securing a location to host the event.
- Assuring that we have sufficient antennas, transceivers, power, grounding, and logging capability for our desired operating category.
- Assuring that we have the stations staffed around the clock.
- Promotion – through an email campaign and announcements in the blog, website, and social media, beginning about 30 days prior to the event.
- Writing and distributing a press release
- Assign sufficient tasks to accomplish every bonus point category (ARRL Field Day).
- Develop a strategy to maximize points (for example, assigning one or more stations to CW or Digital to capitalize on more points per QSO).
- Setup a club display and stock with handouts and promotional material.
- Take lots of pictures!

- After the event, compile logs and submit online, along with our entry. Also upload logs to LoTW, eQSL, QRZ, and Clublog.
- For *ARRL Field Day* we are required to upload supporting documents and write a Field Day report to complete our entry. This must be submitted by the published deadline.
- Write a follow-up article and an After-Action Report for distribution to our Email list, blog and to our served agency representative.
- Send a thank you email or card to the property owner who hosted the event.

Portable Operating

Many members join the club to participate in fun on-air activities such as our portable events. Over the years, we've participated in several different types, but we consistently do at least one Summits on the Air (SOTA) and Lighthouse activation (ILLW) annually.

What many don't realize is that these sometimes require a great deal of pre-planning. Lighthouses, for example, are often under the control of a state park, or a preservation society, or privately owned, and we are required to get permission and, in some cases, an insurance rider, to operate from the property.

Upon election, the Vice President, being the "activity coordinator" of the club shall name the Committee and make sure that its tasks are carried out.

The following tasks are required to make these events a success:

- Securing a location and permission to operate from that location.
- Assuring that we have sufficient antennas, transceivers, power, and logging capability.
- Promotion – through an email campaign and announcements in the blog, website, and social media, beginning about 30 days prior to the event.
- Assuring that we will be operating within the rules or spirit of the activation type.
- Bring along some club promotional materials to either handout or display during the activity.
- Take lots of pictures!
- After the event, compile logs and submit online (if required). Also upload logs to LoTW, eQSL, QRZ, and Clublog.
- Write a follow-up article for distribution to our Email group (in the Newsletter), blog and website.
- Send a thank you email or card to the property owner who hosted the event.

Public Service

Amateur radio exists partly because it creates a pool of skilled radio operators that can be called upon during an emergency. We do our part in continuing this tradition by supporting two served agencies, the Cumberland County EMA, and the National Weather Service WFO in Gray, ME (through their SKYWARN program). We may also be called upon to serve other agencies from time to time, but we only support the EMA and NWS on a full-time basis.

This is a massive commitment, and one that must be taken seriously!

Upon election, the President shall appoint one or two liaisons, who will oversee the Committee and make sure that its tasks are carried out. *If an ARES Emergency Coordinator (EC) is a current member of the team, he/she will assume the responsibility of liaison to the EMA.*

The following tasks are required to not only maintain our relationships with these organizations, but to create a stronger bond and to always represent amateur radio in the best possible way:

- Maintain a liaison with both the EMA and NWS. This can be two different individuals, or the same. This person acts as the point of contact and intermediary between the WSSM Emergency Communications Team (WSSM-ECT) and the served agency.
- Maintain a list of Emergency Communications Team members which includes their capabilities and training levels. Share this list with CCEMA and update as necessary.
- Assure that Emergency Communications Team members are adequately credentialed to participate in exercises and activations.
- Assure that Emergency Communication Team members are up to date in FEMA, ARRL, and SKYWARN Spotter Training.
- Maintain a communications tree or alert method that can be used to alert team members of an activation. Currently the EMA uses an app called "I Am Responding." Make sure all responders are registered with the app.
- Create and/or maintain an effective Communications Plan for EMA activations, and adhere to the NWS Gray SKYWARN Amateur Radio Manual for participation in SKYWARN activations.
- Conduct monthly on-air training which focuses on traffic handling, Packet Radio, and using the FIDigi suite of software.
- Assign a liaison to the Maine Public Service net, who can handle traffic for Cumberland County.
- Actively seek to participate in and support the EMA in any exercises that involve radio communications.
- Prepare for and participate in the annual Simulated Emergency Test (SET).
- Promotion – through an email campaign and announcements in the blog, website, and social media.
- Write follow-up articles and After-Action Reports for distribution to our Email list, blog and to our served agency representatives after each EMA exercise or activation.
- Actively promote the WSSM-ECT and encourage newcomers who may be interested in Emergency Communications to get involved. Remember, WSSM-ECT is a volunteer ARES/RACES team and there is no membership fee required to join.
- Distribute certificates to Team Members in recognition of their services to the team and to our respective served agencies.
- Annually, send a thank you email or card to our representatives at each served agency.
- Actively participate as a contributing spotter or Net Control in SKYWARN Activations.

Projects

Many club members enjoy building things, whether its kits, tools, station equipment, or antennas, and testing them out. The Projects Committee will present club projects throughout the year that can be worked on during a regular club meeting, or a special outing.

Upon election, the Vice President, being the “activity coordinator” of the club, shall name the Committee and make sure that its tasks are carried out.

The following tasks are required to make these activities a success:

- Assure that we have adequate space and adhere to all safety requirements when building anything, especially if soldering or special tools are required.
- Assure that enough materials are available to carry out the project (and get approval by the club if any expenses are expected).
- Promotion – through an email campaign and announcements in the blog, website, and social media, beginning about 30 days prior to the club meeting or outing.
- Take lots of pictures!
- After the project is complete, write a follow-up article for distribution to our Email group (in the Newsletter), blog, and website (Projects page).