

## Clallam County ARES Membership Administrator Duties

The Membership Administrator (MA) works with CCARES members to answer questions and to keep member information up-to-date. This begins with an orientation phone call, once a member has completed the new-member process.

The MA maintains a database of CCARES membership information. This includes information such as membership level, callsign, address, phone number, email, completed trainings and home location for mapping. The MA also retains physical and digital copies of member documents such as CCARES registration forms and FEMA training documentation.

Any time a FEMA course is completed, the Course-Completion certificate should be sent to the MA.

The MA manages the CCARES mailing list.

The MA maintains the Net Check-In Roster for the Tuesday evening 2-meter repeater net.

*The MA is **NOT** responsible for the 2-meter repeater Net Control Operator schedule and Script, nor anything having to do with Simplex nets (schedules, rosters, scripts). The MA is not responsible for the CCARES Operations Manual.*

The MA produces various reports:

- Net Check-In Roster for the Tuesday evening 2-meter repeater net.
- Membership Roster
- Training Roster
- Participation Rosters
- Confidential Emergency Contacts
- Roster Spreadsheet

The current MA (K7NEW) also contributes to the following non-MA activities:

- Maintain CCARES hardware inventory (please notify K7NEW of any inventory changes)
- Maintain CCARES Winlink registrations for KC7MOF callsign and tactical addresses
- Monitoring for changes to essential Winlink and VARA software
- Mapping
- Help with hardware and software support for ECCs
- Support for participation tracking (nets, meetings, exercises, events)
- Support for CCARES radio channels
- Support for CCARES thumb drive