

RATS FIELD DAY COMMITTEE - PROPOSAL -

Steve Crow KG4PEQ

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BACKGROUND

- RATS participates in two Field Day events annually:
 - Winter Field Day – in January, often combined with POTA
 - Summer Field Day – in June
- Both events provide opportunities for participation by RATS members, non-members, and the general public.
- Both events place amateur radio on display for public awareness and are a chance to promote RATS, ham radio, and what it can do for the community.
- These two events also bring in cash donations for the club.

BACKGROUND

- RATS traditionally doesn't care too much about a high score.
 - We'll claim bonus points where we happen to qualify.
- Regardless of scoring, there are opportunities to enhance the Field Day event for participants and relieve some burden currently on a few club members.

CURRENT STATE

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- Field Day is largely planned and executed by the “core” RATS team:
 - Board members
 - Technical Committee members
 - A handful of long-time active RATS members/former Board members
 - The occasional newbie (thank you, welcome!)
- Many of these people stay busy with other aspects of the club’s operation.
 - Field Day planning mostly occurs in the 30 days leading up to the event

FIELD DAY PLANNING

- Securing permission for site access (24+ hours) w/Henrico County
- Planning for VE testing – usually provided by Allan Johnson
- Food & beverage planning & execution – buy the right amount of food, cook it
- Pre-setup equipment testing, inventory
- Software updates on the club laptops – Windows, NIMM
- Arrange transport of equipment to and from the club storage unit
- Acquisition of generator & fuel

FIELD DAY PLANNING

- Setup and tear-down manpower
- Main club station control operator manpower & schedule
- GOTA station control operator manpower & schedule
- Site cleanup before departure
- Retrieval of logs from club laptops, FD score submissions

PROPOSAL

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Field Day Committee consisting of:

- 1 Chairman
- 4 other members in specific roles

Qualifiers – at initial establishment:

- Full member in good standing
- No overlap with current Board or Technical Committee (“new blood”)

Committee roles:

- Safety Officer
- Public Relations/Publicity
- Food & Beverage
- Activities

The committee will have no inherent spending authority.* Event budget is set by the Board.

** probably requires by-laws update*

PROPOSAL

Social Committee consisting of:

- 1 Chairman
- 4 other members in specific roles

Qualifiers – at initial establishment:

- Full member in good standing
- No overlap with current Board or Technical Committee (“new blood”)

Committee roles:

- Safety Officer
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CHAIRMAN

- The Committee Chairman oversees the operation of the committee, calling meetings and delegating tasks as necessary to make the event happen.
- The Chairman attends Board meetings to provide periodic updates on committee business and general progress. The Chairman also works with the Board to set a budget for the event and obtain spending approvals in advance.
- The Chairman is ultimately responsible for ensuring that the club's Field Day activities (and other social events, if Social Committee) are executed successfully and safely.
- The Chairman ensures, directly or through delegation, that any funds collected at these events (membership dues, donations) are kept in a secure location and promptly turned in to the Treasurer for deposit into the club's bank account.

SAFETY OFFICER

- The Safety Officer ensures the event is executed in a safe manner.
 - The ARRL provides a Field Day Safety Officer checklist, and a Safety Officer is a bonus point qualifier for the summer Field Day.

SAFETY OFFICER

- The Safety Officer:
 - Works with the Control Operators to ensure RF Safety evaluations are performed and that equipment is being operated in a safe manner.
 - Maintains the club First Aid Kit, fire extinguisher, and other safety supplies, and ensures these are stocked, accessible, and visible at Field Day
 - Inspects the Field Day radio kits for electrical defects or other safety hazards
 - Establishes basic safety protocols for severe weather and other hazards
 - Ensures there is a designated severe weather monitor watching for storms and other weather hazards, who will make the call to suspend activities as appropriate

PUBLIC RELATIONS/PUBLICITY

- There are various Summer Field Day bonus point categories for PR activities:
 - Visits from elected officials or representatives from ARES-served agencies
 - Having on display printed literature about the club, other area clubs and activities, Field Day, etc.
 - Getting press coverage for our event (newspaper, TV, commercial radio, etc)

PUBLIC RELATIONS/PUBLICITY

- The Field Day PR Officer:
 - Communicates Field Day information to local media, elected officials, served agencies
 - Ensures the Summer Field Day activity is published on the ARRL site
 - Prepares literature and prints (at club expense, with board approval) brochures, signage, and other collateral for distribution at Field Day events.
 - Communicates with members and the public about our Field Day activities through the club web site and e-mail distribution lists.
 - Serves as the main public point of contact for questions about the event.

PUBLIC RELATIONS/PUBLICITY

Note:

The by-laws mention “a standing Public Relations committee may be established” consisting of five members. If a Public Relations committee is ever established, many of the PR Officer functions would be in-scope for that PR Committee. Seats on the PR and Field Day/Social Committees could be re-arranged accordingly, freeing up 1 person on the Field Day/Social Committee for other responsibilities.

FOOD AND BEVERAGE

- The Food & Beverage Officer:
 - Plans for keeping event participants fat and happy.
 - Works with the Board, via the Field Day/Social Committee Chairman, to establish a food and beverage budget for the event and obtain spending approvals in advance.
 - Works with the Safety Officer as necessary to ensure safe food storage and handling practices are implemented for the duration of the event.
 - Ensures appropriate sanitation facilities are available in the food prep and service areas (restrooms, portable washrooms, hand sanitizer stations as appropriate)

ACTIVITIES

- The Activities Officer:
 - Secures VE testing services for Field Day (summer; maybe winter too?)
 - Plans for secondary activities to occur during the main event:
 - POTA activities (during Winter Field Day)
 - Kit or antenna building exercises
 - Presentations, speakers, special guests
 - Satellite work, ISS contacts, fox hunt, etc.
 - Works with the PR Officer to publicize these activities, to draw more participants

BUT WAIT, THERE'S MORE!

FIELD DAY COMMITTEE ROLES

- The Field Day Committee will designate:
 - A Volunteer Coordinator – from among the 5-person Field Day/Social Committee OR recruit a volunteer from among the membership in the 60-ish days leading up to the event
 - A Technical Committee Liaison – from among the 5-person Field Day/Social Committee

VOLUNTEER COORDINATOR

- Selection of a Volunteer Coordinator is suggested
 - May be the Chairman or any of the four members
 - Could also be any other member of the club
- Ensures there is adequate manpower to set up, staff, and tear-down the event

TECH COMMITTEE LIAISON

- The Field Day/Social Committee is being offered a spot on the Technical Committee. The Field Day Committee's Tech Committee Liaison:
 - May be the Field Day/Social Committee Chairman or any of its other four members
 - Selected by the Field Day/Social Committee Chairman
 - Requires approval of the Technical Committee Chairman and appointment follows normal Tech Committee, Control Operator appointment procedures

TECH COMMITTEE LIAISON

- The Field Day/Social Committee is being offered a spot on the Technical Committee. The Field Day Committee's Tech Committee Liaison:
 - Is a "seat at the table" for Tech Committee discussions pertaining to acquisition, maintenance, inventory, and disposal of club equipment
 - Is eligible to become a RATS Control Operator, providing another possible control op for the club Field Day activities
 - Works with the Tech Committee to build a control op roster for the Field Day events
 - Communicates with the rest of the Tech Committee regarding any performance or safety issues observed with the club Field Day equipment and any repairs needed

TECH COMMITTEE LIAISON

- The Field Day/Social Committee is being offered a spot on the Technical Committee. The Field Day Committee's Tech Committee Liaison:
 - Works with the Technical Committee Chairman and/or other storage unit keyholders to coordinate access and movement of club equipment to/from the storage unit, and ensures its safe return

HOW?

TWO OPTIONS

SOCIAL COMMITTEE

- Exists in the club by-laws, not implemented
- Has “planning and implementation” responsibility for all club social activities. This might include:
 - Monthly club breakfasts
 - Club holiday dinner
- Field Days are not specifically in-scope?
- Appointment process defined in by-laws.
- Limited to Chairman plus 4 members.

FIELD DAY COMMITTEE

- Not in by-laws; that doesn't mean we can't do it.
- Limited in scope to winter & summer Field Days (to include supplemental activities such as POTA conducted in conjunction with Winter Field Day)
- Since it's not in the by-laws, there's no defined appointment process. Recommend following Social Committee appointment process.
- Modeled after Social Committee (Chairman + 4 members) but since we're not constrained by the by-laws, we could do more, or less.

HOW DO WE GET THERE?

- Next steps:
 - Discussion
 - Find the volunteers – who will do what? Find volunteers for all five key positions.
 - Membership vote to approve the committee?
 - Goes to the Board for Chairman appointment.
 - Committee exists.
 - Club IT admin establishes Chairman and PR Officer e-mail accounts, committee e-mail list, shared network drive, and Wild Apricot permissions to enable Committee work and publicity functions.
- Following the Social Committee appointment process:
 - Club President “recommends” the committee Chairman, board vote required for approval.
 - Committee Chairman appoints remaining members, no further board votes required.
- Committee schedule – approximately:
 - Winter Field Day work – November-January*
** club assets (incl. Field Day kits) are inventoried in October*
 - Summer Field Day work – April-June*
** club makes contact with Henrico in January to reserve facility*

WHO'S INTERESTED?

Field Day Committee consisting of:

- 1 Chairman
- 4 other members in specific roles

Qualifiers – at initial establishment:

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Committee roles:

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