
 The logo for the Emergency Measures Radio Group (EMRG). It features a stylized radio antenna icon on the left, with the text "EMERGENCY MEASURES RADIO GROUP" stacked vertically to its right. The "E" in "EMERGENCY" is large and black, while the other letters are smaller and red.	<p>EMERGENCY MEASURES RADIO GROUP</p>
 The logo for the Amateur Radio Emergency Service (ARES). It is a circular emblem with a yellow border. Inside, there is a black diamond shape containing a yellow lightning bolt and a radio antenna. The text "AMATEUR RADIO" is at the top, "ARAC" is in the center, and "EMERGENCY SERVICE" is at the bottom.	<p>OTTAWA ARES</p>

Two Names - One Group - One Purpose

SHAPING THE FUTURE OF EMRG

THE LAST BEGINNING

- In 1995 EMRG collapsed yet again, the future was unclear, and EMRG had no leader.
- I met with the RMOC Emergency Measures Unit (EMU) to discuss the role and future of EMRG.
- The RMOC wanted to work with EMRG, but they wanted EMRG to organize itself, like all the other volunteer groups in the area.
- It was time for EMRG to grow up and manage itself! (This was a good thing)

LOOKING BACK

- Looking at progress since 1995 helps keep things in perspective.
 - One Amateur radio emergency communications group serving all Clients in Ottawa
 - Clear understanding of who our Clients are
 - Strong, supporting partnerships with City of Ottawa.

We are light years ahead of where we were, we are making steady progress, and there's still lots to do.

IT TAKES A LOT OF WORK

- Running an effective organization takes a lot of people, each doing a piece of the work.
 - EMRG is not a club with just meetings to plan.
- Amateur radio as a hobby does not meet the needs of Emergency Communications.
 - There is a gap in infrastructure, organization and skills that needs to be bridged in order to make Amateur radio an effective and respected solution.
- It also requires working as a team. Individuals cannot solve the problems.

REALITY OF MEMBERSHIP

- Throughout the years there has been a core group in EMRG, which is most of you.
- EMRG adds and loses a few people each year.
- A small group of Amateurs understand our role, a large group don't get it, and an even larger group are not interested.
- EMRG tries to lead by example, moving past the nostalgia, hype and wish to ride in a police car, to define a realistic and required role for EMRG.

MY DISTORTED VIEW

- Somehow, somewhere, I took on personal responsibility for the state of Amateur radio emergency communications in Ottawa.
- I saw a huge gap between what we do and the people involved, compared to the Amateurs and solutions available and what our clients need.
- I felt responsible to make this happen so others would get involved.
- My work level as Team Leader was not reasonable, sustainable or healthy

TIME FOR CHANGE

- EMRG now has a solid foundation and It's time to bring in some new people.
- After many years with EMRG, John Senez has stepped down as the Exercise Planner and Tom Zinck has stepped down as Training Coordinator.
- The time has also come for me to step down as the Team Leader for EMRG. Change is a good thing, for me and for EMRG.

WE NEED A PLAN

While change is good, the management team and I agree that EMRG is not self sustaining right now, so we need a succession plan to ensure an effective transition.

FIRST THINGS FIRST

- The first step in the EMRG succession plan is to stabilize the management team. This means filling positions that are currently vacant.
 - Exercise Planning
 - Training Coordination
- Other job functions that need someone, but do not require participation in the management team includes;
 - Document Management
 - Amateur Promotions

STEP 2

- The Team Leader position as it is today is not realistic or sustainable. It must be brought to a reasonable level of responsibility and work.
- The Team Leader is the liaison with clients, partners and neighbouring ARES groups.
- My role as chief doer of things, technical design, writer of documents, planner of meetings and general full time worker are not realistic.

STEP 3

- With the management team stabilized and the Team Leader role at a realistic level, the next step is to find a new Team Leader.
- I will work with the new Team Leader for a year, to introduce them to our clients and partners, as well as help them get up to speed with running EMRG as a organization.
- At the end of the transition period, I will step down and become a regular EMRG member.

SCHEDULE

- By Aug 31 this year, fill the outstanding positions on the management team and other activities.
- By Sept 1 2009, find someone to take over as Team Leader.
- By Sept 1 2010, the new Team Leader officially takes over and I step down.

BEFORE YOU RAISE A HAND

- We are looking for volunteers who are interested in the positions to be described.
- Volunteers must understand there is work to do, you need to be self motivated and you will need to work with the management team.
- We don't want names today. We want you to think about yourself, or someone you think might have suitable skills
- **This could be a non EMRG member**

ASK QUESTIONS FIRST

- The goal is to match someone who wants and is capable to do the work with the work to be done.
 - You could be a new ham or a new EMRG member.
- There is support in the management team to help people get up to speed.
 - You don't need all the answers, just be willing to try.
- You need to ask questions first.
 - Members of the management team are willing to meet, or answer emails, in order for you to fully understand, before you commit yourself.

Team Leader

- Responsible for the overall management and operation of EMRG as a group.
- Heads the management team and coordinates management team meetings.
- Liaison with Clients, Partners, Supporters and Mutual Aid groups.

Training Coordinator

- Ensure that EMRG training is developed and implemented, ensuring that it meets the EMRG Strategy, Management Team objectives and exercise lessons learned.
- Involves managing the training plan and ensuring that training courses are created and delivered.
- The Training Coordinator can develop and deliver courses, while others are developed and delivered by people inside and outside EMRG.

Exercise Planner

- Ensure that EMRG exercises are developed and implemented, ensuring that they meet the EMRG Strategy, Management Team objectives and Training requirements.
- Involves planning an exercise, creating inputs to be used during the exercise, facilitating the exercise, debriefing after the exercise and creating lessons learned.
- Can work with other people to create a group, rather than doing all the work.

Document Management

- Manage the document list, keep it up to date
- Assign document numbers for new documents
- Maintain copies of originals, PDF versions, and old versions of documents, in an organized manner, with backups.

Amateur Promotions

- Make sure upcoming EMRG events are posted in local club newsletters and announced on local nets.
- Requires knowing who produces local club newsletters, their deadlines for submissions, some writing skills.
- Input can be created by other people, the promotions person makes sure it gets distributed on time.

IT TAKES PEOPLE TO BUILD A SUCCESSFUL TEAM!

- There are many things EMRG can do, but if they are to be done, they need to be done well.
- Many hands make light work is more than a saying, it makes a very effective organization
- To do anything well requires effort, determination and dedication.
- **Are you prepared to do some work, and make sure it gets done regularly?**

www.emrg.ca

The EMRG web site provides information related to Amateur radio emergency communications, specifically as it relates to the City of Ottawa.

- Project Information
- Newsletters
- Upcoming Events
- Documentation
- Links to related information

Information: **planning @ emrg . ca**