

# **PEEL AMATEUR RADIO CLUB**

## Standing Rule - Trailer Operations - Carried September 2014 (SR-2014-01)

### **1.0 Introduction**

This standing rule is intended to define a protocol of control over the PARC trailer.

### **2.0 Trailer Operations Manager**

- The President shall appoint a PARC Member to take on the position of Trailer Operations Manager (TOM)
- The TOM shall have the following responsibilities:
  - arrange the towing of the trailer for approved events
  - arrange the trailer to undergo any maintenance
  - maintain a list of people authorized to tow the trailer
  - periodically check on the condition of the trailer and its contents and keep the executive informed of changes to the condition of the trailer.
  - act as liaison to the agency that provides storage of the trailer
  - ensure the log book is complete and stored in the trailer
  - keep track of requests for trailer improvements from the club membership and arrange the implementation of approved improvements. To be included in the log book
  - attend PARC exec meetings for trailer related issues
  - maintain the inventory list of equipment.
  - appoint someone to assist with the above duties

### **3.0 Approved Events Calendar**

- The executive shall provide the TOM an events calendar that lists the approved events that the trailer may be towed to. The executive must keep the TOM informed of all schedule changes
- Any requests to tow the trailer to an event outside of the approved events calendar must be approved by the executive by a carried written motion. The carried motion must be sent to the TOM.
- This section does not apply to powers granted in section 5.0.

### **4.0 Self - Insurance Establishment**

- The PARC Treasurer will establish a self-insurance and maintenance fund for the trailer.
- Upon the assent of this standing rule, the Treasurer shall set aside \$1000.
- The self-insurance fund shall have funds added to it on a regular basis, or on a rate based on the total number of kilometers the trailer has been pulled to each event.

- The Treasurer must report on the status of the trailer fund at every club and executive meeting.
- Funds allocated by the treasurer may only be used for maintenance of the trailer and the replacement of equipment in the trailer.
- Funds accumulated under the trailer insurance may only be moved back to regular operations when the trailer has been disposed of.

## **5.0 ARES Activation**

- The club President, ARES EC, or his designee, has the authority to arrange towing for the trailer to make it available for emergency response.