

## **TEXAS VHF-FM SOCIETY REQUIREMENTS AND DUTIES OF A ZONE FREQUENCY COORDINATOR (ZFC)**

1. ZFC must be in good standing with the Texas VHF-FM Society.
2. ZFC must be a properly licensed amateur radio operator.
3. ZFC will handle all coordinations per the Texas VHF-FM Society Standards for Frequency Coordination and the Texas VHF FM Society By-Laws unless authorized in writing by the State Frequency Coordinator (SFC) or The Board of Directors of the Society (BOD).
4. ZFC will perform all coordination efforts in an unbiased and fair manner to properly licensed amateur radio operators requesting coordinations.
5. ZFC will settle disputes of coordination matters when possible.
6. ZFC will report any disputes to the SFC.
7. ZFC will be required to make the regularly scheduled Winter and Summer meetings of the Texas VHF-FM Society unless excused by the SFC or the Society President.
8. ZFC performance will be reviewed by the SFC and the Society President once per year.
9. ZFC will serve one-year appointments beginning at the Summer meeting as appointed by the SFC or until removed by the SFC.
10. ZFC will handle routine correspondence in their assigned zones of trustee and potential trustees.
11. ZFC will answer every piece of correspondence within 15 days of receipt. The answer may be in the form of a letter, postcard, Internet e-mail or telephone call.
12. ZFC will forward a decision of action or reason of no action within 30 days of receipt of request on all inquiries that they receive.
13. ZFC are highly urged to have access to Internet e-mail.
14. ZFC will give no coordination actions over the telephone.
15. ZFC will review all waiting lists in their zones at least once per year.
16. ZFC will maintain the zone coordination database.
17. ZFC will be computer literate and have access to IBM compatible equipment.
18. ZFC will utilize the KCX Coordination database program only or a program approved by the SFC that will export DF files usable by the KCX program.
19. ZFC will use standardized procedures when completing the fields of the database as outlined in the KCX Database operations memo.
20. ZFC will be required to send updates to the SFC of their DBF files (in KCX format) quarterly or more often as needed.
21. ZFC will be required to have annual renewals mailed no later than 1 August or each year with a deadline for return of the renewals to be 1 September of each year.
22. ZFC will be required to have their annual update to the SFC no later than 1 December of each year.
23. ZFC or their designee will make efforts to complete "on-the-air" checks of as many repeaters in their zone as possible once per year.
24. ZFC will perform other tasks as assigned to them the SFC and the BOD.