

**TEXAS VHF-FM SOCIETY  
REQUIREMENTS AND DUTIES OF THE STATEWIDE FREQUENCY  
COORDINATOR (SFC)**

1. SFC must be in good standing with the Texas VHF-FM Society.
2. SFC must be a properly licensed amateur radio operator.
3. SFC 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 Board of Directors of the Society (BOD).
4. SFC will perform all coordination efforts in an unbiased and fair manner to properly licensed amateur radio operators requesting coordinations.
5. SFC will chair the Society Frequency Coordination Committee.
6. SFC will serve an appointed term beginning at the Summer meeting as appointed by the Society President for a period of one year or until removed by the Society President.
7. SFC performance will be reviewed by the Society President once per year or as needed.
8. SFC appoints Zone Frequency Coordinators (ZFC).
9. SFC reviews ZFC performance annually or as needed.
10. SFC acts as liaison between the BOD and Society Frequency Coordination Committee.
11. SFC performs any other tasks needed to facilitate the operations of the Society Frequency Coordination Committee.
12. SFC will be required to make the regularly scheduled Winter and Summer meetings of the Texas VHF-FM Society unless excused by the Society President.
13. SFC 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.
14. SFC will forward a decision of action or reason of no action within 30 days or receipt of request on all inquiries that they receive.
15. SFC will settle disputes of coordination matters when possible.
16. SFC will report any disputes to The Board of the Society.
17. SFC will be computer literate and have access to IBM compatible equipment.
18. SFC are highly urged to have access to Internet e-mail.
19. SFC will give no coordination actions over the telephone.
20. SFC will review all waiting lists in all zones at least once per year.
21. SFC will maintain the master repeater coordination database.
22. SFC is responsible for the submission of data for inclusion I the ARRL Repeater Directory and the Society Repeater Directory.
23. SFC will perform other tasks as assigned to them the BOD.