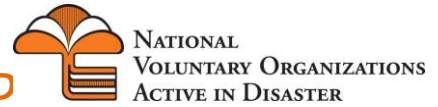


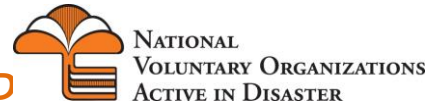
Quick Guide for Organizing a Local/Regional VOAD



OBJECTIVE: This quick guide is designed to help local/regional organizations establish a nonpartisan membership based organization that serves as the forum where organizations share knowledge and resources throughout the disaster cycle—preparation, response, recovery and mitigation —to help disaster survivors and their communities.

STEP	ACTION
Visit	The National VOAD website www.nvoad.org to learn more about the National VOAD Movement.
Contact	The Chair of your State VOAD for guidance and input.
Attend	A State VOAD meeting to familiarize yourself with what a VOAD is, how it functions, and the composition of its members, etc.
The 4Cs	Cooperation, communication, coordination, and collaboration are the guiding principles of National VOAD and should be applied in the establishment and sustainment of a Local/Regional VOAD.
Identify	<p>Potential local member and partner organizations that are involved in the disaster cycle (preparedness, response, recovery, and mitigation). Remember that VOADs should be inclusive of the “Whole Community”. Some example organizations include but are not limited to:</p> <ul style="list-style-type: none"> • Chambers of Commerce • Citizen Corps Councils • Community-Based Organizations • Ethnic/Cultural Organizations • Faith-Based Disaster Response Organizations • Fire/Police • Food Banks • Health Departments • Homeless Coalitions • Houses of Worship • Legal Aid Organizations • LEPC (Local Emergency Planning Committee) • Local Emergency Management Agency • Mental Health Organizations • Ministerial Alliances/Interfaiths • National VOAD Members (http://www.nvoad.org/members) • Organizations Serving People with Disabilities • Organizations Serving the Elderly • Private Businesses • Schools and Higher Educational institutions • Service Clubs • Social Service Organizations

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STEP	ACTION
<i>Collaborate with other organizations to plan and schedule a kickoff meeting</i>	<ul style="list-style-type: none"> • Allow time for advance notice • Find an organization to host the meeting • Invite interested organizations from the local community • Invite local Emergency Management • Invite State/Territorial VOAD representative to give overview/presentation on <ul style="list-style-type: none"> ○ VOAD Movement ○ Best Practices ○ Benefits of VOAD • Develop a handout with agenda and objectives for the meeting
<i>Hold Kickoff Meeting</i>	<ul style="list-style-type: none"> • Sign-in sheet – capture names and contact info on all that attended • Take meeting notes – assign a scribe • Facilitate discussion • Define geographical coverage of the Local/Regional VOAD • Define goals and what the group would like to address, accomplish, etc. • Survey participants for interest in joining the VOAD and committee participation • Discuss meeting frequency • Have interested organizations complete a questionnaire that describe who they are, what services they provide, and point of contact. This can be used to eventually form a resource directory for the VOAD • Set time and place for the next meeting
<i>Follow-up meeting</i>	<ul style="list-style-type: none"> • Establish an executive committee • Elect interim officers • Appoint a subcommittee to develop bylaws • Explore creating other standing and ad hoc committees such as: <ul style="list-style-type: none"> - Membership - Communications - Donations & Volunteers - Training & Education - Mass Care - Long-Term Recovery
<i>Executive Committee Development</i>	<p>Executive committee members are important as they help preform the functions of a Local/Regional VOAD. Since VOADs are comprised of all volunteers, the executive committee needs to support the Chair in order for the VOAD to be effective.</p> <ul style="list-style-type: none"> • Decide what responsibilities and tasks the executive committee will perform, e.g., planning for presentations at meetings, member recruitment and retention, publishing agendas and meeting minutes, treasury responsibilities, developing disaster response protocols.
<i>Keep it going</i>	<p>Sustaining momentum can be a challenge. Keep the meetings interesting, think out of the box. Host trainings, schedule a member tour, request presentations from agencies like the NWS, and participate in local Emergency Management exercises, or partner with a LEPC to hold a joint meeting.</p>