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 <u>www.nvoad.org</u> 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	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: 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 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 the Elderly Private Businesses Schools and Higher Educational institutions Service Clubs Social Service Organizations

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Collaborate with other organizations to plan and schedule a kickoff meeting	 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 VOAD Movement Best Practices Benefits of VOAD
Hold Kickoff Meeting	 Develop a handout with agenda and objectives for the meeting 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
Follow-up meeting	 Establish an executive committee Elect interim officers Appoint a subcommittee to develop bylaws Explore creating other standing and ad hoc committees such as: Membership Training & Education Communications Mass Care Donations & Volunteers Long-Term Recovery
Executive Committee Development	 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. 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.
Keep it going	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.