



Ventura County
Voluntary Organizations
Active in Disaster

Leadership Opportunities – 2021

VCVOAD is a vital part of disaster preparation and planning in the County - coordinating community-based efforts and collaborating with local, state and federal authorities. Ventura County is facing unprecedented disaster risk with a severe drought and expected early and active fire season.

Our members have learned a lot over the last four years about community strengths and needs in all phases of disaster. We have a group of motivated organizations and a blueprint to update the VCVOAD emergency response plans based on our recent experience responding to and recovering from disasters, as well as expand membership to better reflect the community we serve. VCVOAD will work with an experienced emergency management consultant on planning over the next year with the Executive Committee directing the process. **Taking on a leadership role as a member of the Executive Committee will be an opportunity to contribute to community resiliency efforts at this critical time.**

VCVOAD Executive Committee responsibilities:

- Liaison with VCVOAD members prior to and following a disaster.
- Develop and lead coalitions to assist VCVOAD members in addressing unmet needs.
- Develop organizational preparedness priorities for VCVOAD members through information sharing, training, and educational forums.
- Gather, coordinate, and disseminate information among VCVOAD Membership and affiliates.
- Facilitate linkages between providers of disaster goods and resources with communities and organizations that have disaster-related needs.
- Provide linkages for member organizations with government Emergency Operations Centers.

More information on the specific roles follows and can also be found on the VCVOAD website (www.vcvoad.org).

If you have any questions or would like to discuss potential roles please do not hesitate to reach out to Anne Whatley, Nominations Committee at vcvoad@gmail.com or 805-633-0802.

The nominations and election process

Over the summer (June – August 2021) the Nominations Committee will be speaking individually with members potentially interested in leadership roles and through consensus discussion developing a slate for formal voting approval by membership in September 2021.

Who can be nominated?

Executive Committee members must be a representative of a Member of VCVOAD (with dues paid) and be willing and able to commit to the responsibilities of the role.

How do I nominate someone, including myself?

You can complete the [Nomination Form online](#) or send an email to Anne Whatley (anne@networkimpact.org) point person for the Nominations Committee and provide the following information: Name of nominee, Organization, phone and email, brief description of nominee's relevant qualifications (past experience working in community on disaster response or recovery), and if there is a specific role within the Executive Committee that is of interest. The Nominations Committee will follow up with all nominees to discuss the details of the roles and responsibilities.

VCVOAD LEADERSHIP ROLES AND RESPONSIBILITIES

The term of each office is two years.

Chairperson (this role can be shared by 2 people as co-chairs) – The Chair will preside at meetings, act as spokesperson, represent the VCVOAD, assign tasks as they pertain to VCVOAD business, attend Executive and Coordinating committee meetings, and provide leadership. The chairperson may, with the consent of the Executive Committee, engage in external contracts. The Chairperson is an Ex-Officio member of all committees. The Past chair is an ex-officio member of the Executive Committee and can advise new Chair/Co-chairs. Responsibilities:

- Development of agendas for Executive Committee meetings and Full membership meetings
- Lead monthly Executive Meetings (virtual, 1-hour each month) and quarterly full group meetings (90 minutes each)
- Contribute to the development and implementation of VCVOAD goals and objectives with guidance and support from consultant(s).
- Oversee refresh of the VCVOAD disaster response plan.
- Initiate activation of VCVOAD disaster response plan as necessary.
- Represent and act as a liaison to the SoCal VOAD.
- Represent VCVOAD in the Local EOC, if requested.
- Serve as VCVOAD liaison to Local Emergency Management Agency.
- Serve as VCVOAD liaison to the FEMA Voluntary Agency Liaison.
- *Delegate many of these roles to co-chair or other Executive Committee members, committee chairs*

Qualifications:

- Strong written and oral communication skills.
- Strong facilitative leadership and problem-solving skills.
- Experience in disaster response and recovery.
- Strong commitment to volunteerism.
- Ability to effectively network with government, volunteer agency, and community-based organization representatives.
- Ability to work effectively and productively with diverse communities.
- Availability to provide VCVOAD leadership during disasters.

Time commitments: 5-8 hours a month during blue sky, more in a time of disaster

Vice-Chairperson - The Vice-Chair acts on behalf of the Chair in the absence of or at the request of the Chairperson(s). Builds relationships with member organizations to support embodiment of VCVOAD's principles of membership.

Key Responsibilities:

- Initiating and managing communications with VCVOAD membership to ensure information sharing and coordination.
- Participate in monthly Executive Committee meetings (1-hour meetings once a month), Quarterly full membership meetings (90 minutes)
- Contribute to the development and implementation of VCVOAD Goals and Objectives with guidance and support from consultant(s) including refresh of the VCVOAD disaster response plan.
- In the absence of the Chair will convene all official VCVOAD meetings.
- In the absence of the Chair, initiate VCVOAD Disaster Plan.
- In the absence of the Chair, represent VCVOAD in the Local Emergency Operations Center (EOC), as requested.
- In the absence of the Chair, serve as the official liaison to Local Emergency Management Agency.
- In the absence of the Chair, serve as the official liaison to the FEMA Voluntary Agency Liaison.

Qualifications:

- Strong written and oral communication skills.
- Strong leadership and problem-solving skills.
- Experience in disaster response and recovery.
- Strong commitment to volunteerism.
- Ability to effectively network with government, voluntary agency, and community-based organization representatives.
- Ability to work effectively and productively with diverse communities.
- Available to assist the VC VOAD Chair, as needed, during disasters.

Time commitments: 5-8 hours a month during blue sky, more in a time of disaster

Secretary - Records minutes, maintains organizational records, and sends notifications as required or requested by the chair or vice-chair.

Responsibilities:

- Records and files VCVOAD Committee minutes and correspondence. Distributes VCVOAD Committee minutes to the membership in a timely manner.
- Maintains a current VC VOAD Committee emailing list and emergency notification list.
- Maintain the "Membership Resource List," updated as necessary to provide an accurate listing to the Executive Committee for use during a disaster.
- Update the website and send out meeting announcements and the agenda.
- Participate in monthly Executive Committee meetings (1-hour meetings once a month), Quarterly full membership meetings (90 minutes)

Qualifications:

- Strong written and oral communication skills.
- Strong commitment to volunteerism.
- Ability to work effectively and productively with diverse communities.
- Previous experience as a secretary.

Time commitments: 5-8 hours a month during blue sky, more in a time of disaster

Executive Member At-Large (3) – At-large members are voting members of the Executive Committee. Responsibilities:

- Development of priorities and plans for operational committees.
- Assist with coordination of member organizations and contacts in the event of disaster.
- Work with Consultant(s) and other VOAD members on development of emergency response planning.
- Participate in monthly Executive Committee meetings (1-hour meetings once a month), Quarterly full membership meetings (90 minutes).

Qualifications:

- Strong facilitative leadership and problem-solving skills.
- Experience in disaster response and recovery.
- Strong commitment to volunteerism.
- Ability to effectively network with government, voluntary agency, and community-based organization representatives.
- Ability to work effectively and productively with diverse communities.
- Availability to provide VCVOAD leadership during disasters.

Time commitments: 5-6 hours a month during blue sky, more in a time of disaster

VCVOAD functional areas planning committees

Members with experience and/or capacity to assist in the following areas that has an interest in is encouraged to sign on to be involved in the committees that will be working on the development of response plans for each functional area.

- Communications
- Donations Management
- Volunteer Management
- Disaster Recovery
- Disaster Preparedness.