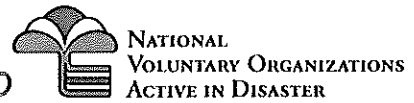


# Quick Guide for Organizing a Local/Regional VOAD



STEP	ACTION						
<b>Collaborate with other organizations to plan and schedule a kickoff meeting</b>	<ul style="list-style-type: none"> <li>• Allow time for advance notice</li> <li>• Find an organization to host the meeting</li> <li>• Invite interested organizations from the local community</li> <li>• Invite local Emergency Management</li> <li>• Invite State/Territorial VOAD representative to give overview/presentation on               <ul style="list-style-type: none"> <li>○ VOAD Movement</li> <li>○ Best Practices</li> <li>○ Benefits of VOAD</li> </ul> </li> <li>• Develop a handout with agenda and objectives for the meeting</li> </ul>						
<b>Hold Kickoff Meeting</b>	<ul style="list-style-type: none"> <li>• Sign-in sheet – capture names and contact info on all that attended</li> <li>• Take meeting notes – assign a scribe</li> <li>• Facilitate discussion</li> <li>• Define geographical coverage of the Local/Regional VOAD</li> <li>• Define goals and what the group would like to address, accomplish, etc.</li> <li>• Survey participants for interest in joining the VOAD and committee participation</li> <li>• Discuss meeting frequency</li> <li>• 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</li> <li>• Set time and place for the next meeting</li> </ul>						
<b>Follow-up meeting</b>	<ul style="list-style-type: none"> <li>• Establish an executive committee</li> <li>• Elect interim officers</li> <li>• Appoint a subcommittee to develop bylaws</li> <li>• Explore creating other standing and ad hoc committees such as:               <table border="0" style="margin-left: 20px;"> <tr> <td>- Membership</td> <td>- Training &amp; Education</td> </tr> <tr> <td>- Communications</td> <td>- Mass Care</td> </tr> <tr> <td>- Donations &amp; Volunteers</td> <td>- Long-Term Recovery</td> </tr> </table> </li> </ul>	- Membership	- Training & Education	- Communications	- Mass Care	- Donations & Volunteers	- Long-Term Recovery
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<b>Executive Committee Development</b>	<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"> <li>• 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.</li> </ul>						
<b>Keep it going</b>	<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>						