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## **(VOAD) Council By-Laws**

### **Mission Statement:**

To coordinate Emergency Management Agencies and volunteer groups to provide preparedness, response and recovery support for emergencies and disaster.

### **Definition:**

Washington County VOAD is an affiliation of independent voluntary agencies and groups who provide preparedness, response and recovery support for emergencies and disaster.

### **Statement of Purpose:**

- To recognize and network with key agencies and contacts throughout Washington County in the field of disaster and emergency preparedness, response and recovery
- To maintain good relationships with government disaster response organizations
- To maintain the autonomy of all collaborating agencies/groups without duplication of services
- To commit to the idea that the best time to train, prepare, and become acquainted with one another is prior to the actual disaster response
- To maintain an activation process, a command structure, and a resource identification database
- To establish ourselves as visible and credible participants in the disaster response arena
- To coordinate Washington County Citizens Corps
- Provide increasing education, training and preparedness in each member organization
- Provide support, input and oversight for the Citizen Corps program locally and regionally

### **Membership of the Washington County VOAD Council**

#### **All members commit to the following:**

- Each agency will maintain a current roster of active members and their skills, and resources.
- Each agency will activate volunteers and will respond when called upon as needed.

**Full VOAD membership** is extended to those agencies/groups/businesses that involve and manage volunteers to meet their missions and purposes, and to government agencies that offer assistance in the form of personnel and resources, to meet the needs of people and communities affected by disaster and emergency. Each agency will have one voting representative on the Council. Proxy votes are allowed. Full member agency representatives are expected to participate in all Council meetings and the annual meeting. Full VOAD membership representatives would serve in an ongoing disaster/emergency planning and organizing role.

**Associate VOAD membership** is extended to those agencies/groups/businesses willing to provide volunteer assistance and/or resources during a disaster relief operation. Associate members are not responsible for planning or preparedness. Associate member representatives are expected to attend the annual meeting. The associate member representatives are invited to attend all council meetings. Authorized persons can activate associate members. Associate VOAD membership would serve in a response and recovery role as needed.

### **Organizational Structure:**

#### **Meetings:**

1. The Washington County VOAD will meet a minimum of quarterly. Special meetings may be called by the chairperson at the request of any member agency.
2. One annual meeting will be held in May for the purpose of organization and election of officers. Notice of this meeting will be in writing, not less than 2 weeks prior to the meeting.
3. Prior to each meeting every member will receive minutes of the last meeting and a written agenda for the next meeting noting the location and address of the meeting place.
4. Each meeting will offer the opportunity for a brief written or oral report from each member agency.
5. Each meeting will address at least one area of concern, and provide an educational or training component.
6. Each meeting will begin on time and end on time as specified on the agenda. Topics needing more discussion will be moved into a sub-committee or special meeting.

#### **Leadership**

VOAD will work under the direction of the incident command structure contained within the National Incident Management System (NIMS). Leadership positions will be elected from voluntary agencies. Leaders may serve consecutive terms.

**Elections:** Elections will be held at the annual meeting with each full member agency casting one vote. Special elections may be held to fill vacancies when necessary.

**Chairperson:** Serves a two-year term elected in even years. The Chairperson will preside at the VOAD Council meetings, provide leadership, delegate tasks, schedule meetings and promote communications and cooperation between VOAD members and Emergency Management Agencies. The Chairperson is responsible for planning and coordinating annual training activities for VOAD. The chair will provide assistance and support following the end of his/her term.

**Chairperson-Elect:** Two-year term elected in odd years. This position is next in line for Chairperson. Duties include working with the Chairperson to ensure quality meetings and assisting the Chairperson in promoting communication and cooperation between VOAD members. This person would assume the role of Chairperson in that person's absence. The Chairperson-Elect would utilize this year as a training year for the Chairperson's role. It is the Chairperson-Elect's shared responsibility with the Chairperson to maintain relationships with county VOADS and Citizen Corps in the region and the state VOAD.

**Secretary:** Two-year term elected in even years. Duties include recording and distributing minutes, notifying members of meetings, and correspondence on behalf of VOAD. The secretary will lead the meeting in the absence of the chair and chairperson-elect.

**Disaster Coordinator:** Two-year term elected in odd years. Serves as first point of contact for VOAD services. Disaster Coordinator notifies the VOAD Chairperson and Chairperson-Elect when VOAD agencies are activated. The Disaster Coordinator will contact the American Red Cross and Salvation Army upon requests for VOAD member services. The Disaster Coordinator makes preliminary assessments in conjunction with the American Red Cross and Salvation Army for needed services based upon information provided through the incident command structure. Activate appropriate VOAD members using a current activation list of agencies to initiate service or make referrals.

**Disaster Coordinator Assistant:** Two-year term elected in odd years. Assumes the roles and responsibilities of the Disaster Coordinator in his/her absence.

Any member agency may request VOAD services by contacting the Disaster Coordinator. The Disaster Coordinator will evaluate the need and determine the appropriate response.

### **Committee Structure and Functions**

Committee chairpersons and members will be elected and appointed annually at the annual meeting.

#### **Membership/ Public Awareness Committee:**

- ❑ Devise a plan for inviting agencies to become Associate VOAD members
- ❑ Annually update listing of VOAD member agencies, their volunteers, skills and resources prior to Annual VOAD meeting.
- ❑ Retention and acknowledgement
- ❑ Create a plan for public relations to alert the county of the existence and role of VOAD in preparedness, response and recovery support for emergencies and disaster with a unified message
- ❑ Provide press releases regularly to inform the county of recruitment efforts and training opportunities for volunteers

#### **Training / Plan Update Committee:**

- ❑ Assess training needs for VOAD members
- ❑ Create a plan for addressing training needs
- ❑ Provide special training opportunities throughout the year
- ❑ Review/revise the VOAD Emergency Response Plan annually before the Annual VOAD meeting
- ❑ Share the plan with VOAD members annually
- ❑ Create and Execute an Exercise Plan

#### **Funding Research Committee**

Conduct on-going review, research and pursuit of all funding strategies, according to adopted procedures, to sustain VOAD and Citizen Corps activities and report to VOAD at least quarterly.

### **Volunteer Membership Review Committee**

Committee will meet on an as-needed basis. If a background check reveals a potential problem with an applicant, this committee will meet to approve or deny application to the Citizen Corps program.

### **Citizen Corps Committee**

Representatives from VOAD membership agencies/groups/businesses may participate on the Citizen Corps Committee. The Committee chairperson shall be from a VOAD membership agency/group/business.

- ❑ Support professional police, fire, emergency management, public health, and public safety capabilities where appropriate
- ❑ Give residents a greater sense of responsibility and personal control, through emergency response training, education, and/or volunteer involvement
- ❑ Support inter-agency/organization cooperation within and across county lines, locally as well as regionally
- ❑ Provide support, input and oversight for the Citizen Corps program.

### **Amendments**

The By-Laws may be amended by a majority vote of members present at a meeting. Members must be sent a notice that includes proposed changes two weeks in advance of voting on the proposed change.

### **Rules**

Unless otherwise noted in these By-Laws, Robert's Rules of Order Newly Revised apply.

### **Definitions**

#### **Activation process:**

The method of notification, requesting VOAD's assistance in time of disaster.

#### **Disaster:**

A disaster is an emergency of such scope that overwhelms local resources capabilities to manage or resolve without outside assistance. Outside assistance may come from adjacent communities, counties, states, the Federal government, and / or private organizations. Federal disaster aid is frequently requested for disasters, although may not be awarded.

#### **Emergency Management:**

Organized analysis, planning, decision making and assignment of available resources to mitigate, prepare for, respond to and recover from the effects of all hazards, be they man-made or natural.

#### **Emergency:**

An emergency may include occurrences such as a tornado, storm, flood, high water, heat and cold, wind storms, health and safety, earthquake, drought, blizzard, fire, explosion, acts of terrorism or other natural or man-made situation(s) that cause human suffering or creates human needs that the victim(s) cannot alleviate without assistance. Emergencies are normally managed and resolved solely utilizing local resources. No request for federal disaster aid is requested.

**Emergency Response Plan:**

An agency-specific document developed to describe how, and under what circumstances personnel and resources will be alerted, mobilized, deployed and demobilized. It should contain Standard Operating Procedures (SOPs), checklists, call lists, command structure, equipment lists, etc

**ICS, or Incident Command Structure:**

A management tool for command, control and coordination of a response to any type of incident. It provides a means to coordinate the efforts of individual agencies as they work towards the common goal of stabilizing the incident and protecting life, property and the environment. ICS uses principals that have been proven to improve efficiency and effectiveness in a business setting and applies the principals to emergency response. ICS is used to manage both emergency and non-emergency situations of all sizes. The system has considerable internal flexibility and can grow or shrink to meet differing needs.

**Meeting:** The Members may meet and take action electronically in any manner permitted by Wisconsin law.

**National Incident Management System (NIMS):** A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local and tribal governments; the private-sector and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity. To provide for interoperability and compatibility among Federal, State, local and tribal capabilities, the NIMS includes a core set of concepts, principles and terminology. HSPD-5 identifies these as the ICS; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking and reporting of incident information and incident resources.

**Quorum:** The members present shall constitute a quorum at all membership meetings.

**ATTACHMENTS**

Attachment 1           VOAD Organization Chart



of Washington County

Organizational Chart

