

Citizen Corps

Executive Committee Job Description

3/1/2011

Administration

- Attend Monthly Citizen Corps Council meeting.
- Attend applicable training classes.
- Coordinate and review budgets submitted from the Core Groups.
- Allocate the use of monies received to the various entities based on approved budgets.
- Coordinate grant applications.

Emergency Preparedness

- Assist in identifying citizen's needs/expectations as it pertains to Emergency Preparedness and Response.
- Working through church organizations, coordinates citizen emergency preparedness training.
- Assist in educating the community on the need for emergency preparedness.
- Sponsor community preparedness events.
- Sponsor citizen emergency preparedness supplies.
- Coordinate and oversee the initiatives of the core groups (VIPS, CERTS, MRC, ARES)
- Assist in obtaining sheltering authority at churches and schools.

Emergency Response

- Perform district windshield assessment in partnership with the City.
- Manage Volunteer staging locations.
- Organize volunteers into teams and assign a team leader for each team.
- Dispatch volunteer teams to areas as directed by the CCC Chairmen.
- Initiate and maintain volunteer's log.
- In coordination with the Incident Commander, helps to mobilize the CERTS & VIPS teams.
- Under the direction of the Red Cross, assists with shelter management.