



## A brief description of Local Long-Term Recovery Group Committee Functions and Responsibilities

This summary highlights best practices for how a Long-Term Recovery Group (LTRG) can support a community after a major disaster. Each community should shape their LTRG in the way that best supports local recovery. Not every function needs its own committee—responsibilities can be combined and carried out by committees, volunteers, or staff, depending on the resources available. What matters most is that the structure allows the LTRG to effectively meet the unmet needs of disaster survivors.

**Long-Term Recovery Group** – A Long-Term Recovery Group (LTRG) is a cooperative body that is made up of representatives from faith-based, non-profit, government, business and other organizations working within a community to assist individuals and families as they recover from a disaster.

**Board** - Responsibilities include 1. Determine mission and purpose of the long-term recovery group (LTRG). 2. Select the chief executive (if one is to be hired). 3. Support and evaluate the chief executive (if hired). 4. Ensure effective planning. 5. Monitor and strengthen programs and services. 6. Ensure adequate financial resources. 7. Protect assets and provide proper financial oversight. 8. Build a competent board and committee structure. 9. Ensure legal and ethical integrity. 10. Enhance the organization's public standing. 11. Fosters the 4 C's: Cooperation, Communication, Coordination, and Collaboration in all aspects of the LTRG.

**Finance Committee** - Oversees the LTRG's funding and spending. Provides guidance regarding financial structure (501c3 or Fiscal Sponsor). Develops budgets, monitors monthly financial statements, oversees financial reporting, including the annual IRS Form 990 and all required tax filings. Ensures the organization complies with annual reporting and contribution solicitation requirements, including an audit if required.

**Fundraising Committee** – Collaborates with the Board and committees to identify funding needs. Oversees the planning, development, management, and implementation of the LTRG's fundraising plan and calendar. Ensures that grant research and writing is performed if appropriate.

**Communications Committee** – Collaborates with the Board and committees to identify communications needs. Cultivates positive relationships with the media, notifying them of updated needs, recovery progress and potential stories. Promotes the work of the LTRG by creating a web site and social media presence. Works with the board to establish a number where those impacted can request services. Provides opportunities for clients, volunteers, and the community to come together and encourage each other during the recovery process.

**Unmet Needs Committee** – Addresses the needs of disaster survivors that remain after personal resources, insurance, government grants & loans, and resources available through referral have been utilized. Establishes a chain of communications with related functions and funders. Determines what needs will be addressed. Identifies resources, which organization holds them, and how they can be accessed. Ensures equitable distribution of resources. Secures additional resources needed for survivor recovery.

**Construction Management Committee** – Oversees and fosters collaboration for muck out / tear out efforts of homes during the recovery phase. Ensures home repairs and replacements meet safe, sanitary, secure and functional standards that comply with applicable building codes, with mitigation and future affordability considerations. Coordinates with Case Management to provide estimates for building materials, supplies, contract labor, and volunteer time projections, as well as establishing the process of securing home repair agreements. Coordinates with Volunteer Management to ensure that construction supplies, materials, technical guidance, and supervision are available to volunteer reconstruction teams

**Volunteer Management Committee** – Develops and oversees the plan for utilizing affiliated volunteer groups and assessing potential uses of unaffiliated volunteers. Coordinates with the Construction Management Committee to ensure that volunteer skills are matched with appropriate repair projects. Assist volunteer groups with securing housing and other logistics.

**Disaster Case Management Committee** - Oversees the provision of disaster case management services that support eligible disaster survivors as they navigate their recovery through the development of a recovery plan, guided by a case manager. Ensures that case management services avoid duplication of services and assistance. Participates in the identification of resources to assist survivors in their recovery. Collaborates with the Unmet Needs Committee on the development of procedures, and reviews cases before they are presented to the Unmet Needs Committee by case managers. Ensures timely reporting to LTRG, to include number of open/closed cases, households on waiting list, Disaster Case Management (DCM) caseloads, resource needs and other concerns.

**Donations Management Committee** – Oversees and fosters collaboration for all aspects of donations management that effectively coordinates the receipt, storage/warehousing, inventory, and distribution of donated goods during the recovery phase. Collaborates with the Case Management, Construction Management, and Volunteer Management committees to identify needed goods and plan for transportation. Ensures that donors are thanked in a timely manner.

**Emotional/Spiritual Care Committee** – Collaborates in LTRG efforts to provide emotional and spiritual care that promotes resilience, helps mitigate long and short-term consequences of disaster, and facilitates recovery for individuals, families and the community. Collaborates in efforts to engage emotional and spiritual care providers that are representative of the diversity of the community. Collaborates in providing memorial events.

**Advocacy Committee** - Collaborates with the Board and committees to advocate with external organizations for legislation, policy, and funding to advance the work of the LTRG in assisting survivors.

