



**National**  
Voluntary Organizations  
Active in Disaster

COOPERATION | COMMUNICATION | COORDINATION | COLLABORATION

# **National VOAD Committee Manual**

**(Revised April 2020)**



# National Voluntary Organizations Active in Disaster

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## AD HOC COMMITTEE LEADERSHIP MANUAL

### Introduction and Purpose

Thank you for being willing to serve as a National Voluntary Organizations Active in Disaster (National VOAD) Ad Hoc Committee Leader. The Ad Hoc Committees are an integral part of National VOAD and embody the fundamental principles of VOAD 4Cs – Cooperation, Communication, Coordination, and Collaboration.

The National VOAD Bylaws identify two types of committees: Standing Committees and Ad Hoc Committees. The Standing Committees are to assist the Board of Directors in carrying out its administrative, governance and fiduciary responsibilities. Ad Hoc Committees may be created and/or dissolved, as needed, by the Board. This manual is intended to educate Ad Hoc Committee Leaders about National VOAD, committee leadership and membership, the processes and procedures of National VOAD Ad Hoc Committees, and the tools and resources available to support them. Thank you again for becoming a National VOAD Ad Hoc Committee Leader and contributing to the VOAD Movement!

### Section 1: National VOAD

National Voluntary Organizations Active in Disaster (National VOAD) is a nonprofit, nonpartisan, membership-based organization that builds resiliency in communities nationwide. It serves as the forum where organizations share knowledge and resources throughout the disaster cycle – preparation, response, recovery and mitigation – to help disaster survivors.

National VOAD is comprised of more than 100 national organizations with the mission to provide domestic disaster-related services. The network includes faith-based, community-based and other non-profit organizations and State/Territory VOADs, which represent Local/Regional VOADs and hundreds of other member organizations through the country.

To fulfill this mission, National VOAD provides more effective services to organizations responding to people affected by disaster by convening mechanisms, outreach, advocacy, and the application of our values and core principles. The National VOAD guiding principles are our “4Cs- Cooperation, Communication, Coordination, and Collaboration.”

**Cooperation:** We work together to overcome challenges. Member organizations recognize that no single organization has all the answers for all the challenges that arise during disasters, and it is important to understand common goals for a community can be best achieved by working or acting together with a common purpose.

**Communication:** We develop and maintain effective channels for sharing information. Members and partners foster a climate of openness to promote regular sharing of information about and between our member organizations- their capacities, accomplishments, limitations and commitments. Members develop and maintain effective channels for sharing information, listen carefully to each other, and deal openly with concerns.



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**Coordination:** We effectively utilize resources to help communities prepare and recover. Member organizations commit to working together, in a non-competitive manner, toward the goal of effective service delivery throughout the disaster cycle. Through careful planning and preparation, National VOAD member organizations form tactical partnerships to work in a coordinated, predictive fashion to more effectively utilize resources to accomplish a set of tasks.

**Collaboration:** We identify common goals and create shared solutions. Member organizations establish shared goals and actively work together to achieve those goals, and undertake specific projects throughout the disaster cycle. Trust, mutual respect, and equal partnerships of community service providers are essential elements of our work.

## History and Mission

National Voluntary Organizations Active in Disaster (National VOAD) was founded in 1970 in response to the challenges many disaster organizations experienced following Hurricane Camille, a category 5 storm that hit the Gulf Coast in August 1969. In 1970, seven national disaster response organizations convened for the first time to find a way to better coordinate responses, and more effectively serve disaster survivors and their communities. The founding organizations were Christian Reformed World Relief Committee, Mennonite Disaster Service, National Catholic Disaster Relief Committee, Society of St. Vincent de Paul, Seventh Day Adventist, American Red Cross, and Southern Baptist Convention. As an outcome, National VOAD was formed as a forum for sharing knowledge and coordinating resources throughout the disaster cycle: preparation, response and recovery.

**Mission statement:** National VOAD is the forum where organizations share knowledge and resources throughout the disaster cycle—preparation, response and recovery—to help disaster survivors and their communities.

## Composition and Membership

### Board of Directors

The National VOAD Board of Directors is responsible for oversight of the operations of National VOAD. This body consists of twelve voting Directors with staggered terms of three years each. Three Directors shall represent the State/Territory VOAD Members (one elected each year), and nine Directors shall represent the National Members (three elected each year). The President and CEO of National VOAD shall be an ex-officio non-voting member of the Board. There may be other non-voting at large Directors appointed as the Directors deem appropriate.

### National VOAD Staff

The National VOAD staff provides organizational leadership, member services, and engagement in activities that support the organizational mission and members. Staff members have a variety of responsibilities including committee support.

### National Membership

National Membership is open to organizations that are national in scope and purpose, voluntary, and active in disasters (hereinafter referred to as “National Member”). National membership includes



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National members and Associate members. Membership levels are based on the organization's budget, total number of staff and volunteers, and years of proven disaster experience.

## State/Territorial Membership

State/Territorial Membership is open to coalitions of agencies that are statewide in scope and purpose, voluntary, and active in disasters (hereinafter referred to as "State/Territorial Member").

## Partners

National VOAD promotes whole community collaborative relationships and practices throughout the disaster cycle. Recognizing that all sectors of society must work together to foster more resilient, self-reliant communities nationwide, we facilitate partnerships with government agencies, for-profit corporations, foundations, educational and research institutions, and other governmental agencies.

## Section 2: Committee Leadership and Membership

### Committee Leadership

Each Committee at any one time normally will have a Chair, Vice Chair and Secretary. Each officer's term shall be for up to two (2) years, ending at the Annual National VOAD Conference. Each officer may be elected to two (2) consecutive terms, for a total of up to four (4) years in any one or combination of the officer positions, and upon completing their term will not be eligible for election for a period of one year. The qualifications outlined below are National VOAD policy. Any deviation from this policy should be immediately presented in writing to the National VOAD Board of Directors for consideration. Chair and Vice Chair terms are to be staggered so that the terms begin in alternate years.

### Committee Elections

The recognized yearly cycle for Committee leadership begins at the closing of the annual National VOAD Conference. Committee leadership terms end at the close of the annual National VOAD Conference. Elections of new Committee Leadership, unless filling a vacancy, occur within two months prior to the National VOAD Conference Committee meeting. Elections can be held electronically, or during a Committee meeting. The elections process will be overseen by National VOAD Staff in cooperation with the Board Liaison. Leadership election results will be presented to the Board for ratification.

### Chair

#### Qualifications:

- A Committee Chair must be a representative of a National VOAD member organization. This can be at a State, Territory, National and Associate level.
- The candidate for Chair should demonstrate effective leadership skills and have expertise in the Committee subject matter.
- The candidate for Chair should be an active member of the Committee and have demonstrated commitment to National VOAD values, consistent attendance and participation at meetings.



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## Notes:

- After the election by the Committee, the Chair is ratified by the Board of Directors at the final Board meeting at National VOAD Conference.
- The Chair serves at the discretion of the Board. The Board reserves the right to remove a Chair from office.
- Associate members who are elected into leadership have a voice and vote on that Committee and count toward quorum.

## Roles and Responsibilities:

- With other Committee leadership, develop agendas and facilitate all meetings of the Committee.
- In addition to meeting at the Annual VOAD Conference, facilitate at least two additional Committee meetings per year.
- Develop with the Committee goals and plans that advance the cooperation, communication, coordination and collaboration of member agencies in the Committee related activities; and that support the National VOAD Strategic Plan.
- In coordination with the President and CEO, represent or appoint a member of the Committee to represent as a Subject Matter Expert at content specific meetings, conferences or events related to the Committee work. Committee leadership is not able to represent National VOAD as only President and CEO speaks for National VOAD.
- Provide oral or written quarterly reports of the Committee's work, activities and plans at the NVOAD Conference, or on Quarterly Committee Chair Calls. Written reports are sent to the National VOAD Board Liaison and/or National VOAD staff. If the Chair is unable to join, another representative from the Committee Leadership team should attend.
- Provide an oral report of the Committee's work, activities and plans to the National VOAD membership at the annual National VOAD Conference.

## Additional Notes:

- The Committee Chair is the main point of contact between the committee, National VOAD staff support, and the designated Board Liaison. This representative is responsible for communicating with the National VOAD office, including if the committee requires any services, has information to share, or for any other reason.
- Associate members who are elected into leadership have a voice and vote on that Committee and count toward quorum.
- It is the Committee Chair's responsibility along with the Committee's Secretary to keep the National VOAD office informed of any changes to contact information of Committee members.
- The Committee Chair is asked to communicate frequently with other committee leaders so these leaders can be alternate points of contact and ensure continuity of operations.
- Although Committees are required to hold a minimum of three committee meetings per year (National VOAD Conference to the next National VOAD Conference, the set committee year), Committees often choose to hold more meetings, depending on their topic area or current work plan. Meetings are normally arranged by the Committee Chair. If the Committee Chair is unavailable to conduct the meeting, the Vice Chair or Secretary may take charge of that committee meeting.



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- If the Chair leaves their position before the end of their term, an individual from the committee is selected by the Committee Leadership to finish out the remainder of the term. Upon completion of that term, the selected individual can then run for one full term of their own in the next election.
- The Committee Chair has the authority to appoint subject matter experts to their committee.

## Vice Chair

### Qualifications:

- A Committee Vice Chair must meet all the qualifications to be Chair.

### Roles and Responsibilities:

- Provide support to the Committee Chair as requested
- Provide Committee leadership in the absence of the Committee Chair
- Perform or appoint another to perform the tasks of secretary if the Committee Secretary is absent

### Additional Notes:

- The Vice Chair serves as the secondary point of contact for the committee.
- Associate members who are elected into leadership have a voice and vote on that Committee and count toward quorum.
- The Vice Chair supports the Committee Chair, as requested. This may include, but is not limited to, providing committee leadership in the absence of the Committee Chair, performing or appointing the tasks of the Secretary in the Committee Secretary's absence, and representing as a Subject Matter Expert for the committee in National VOAD or external engagements.
- If the Vice Chair leaves their position before the end of their term, an individual from the committee is selected by the Committee Leadership to finish out the remainder of the term. Upon completion of that term, the selected individual can then run for one full term of their own in the next election.

## Secretary

### Qualifications:

- A Committee Secretary must meet all the qualifications to be Chair with the exception that National VOAD Partner representatives can serve as Committee Secretary.

### Roles and Responsibilities:

- In cooperation with the Committee Chair and National VOAD office, keep a current list of Committee representatives, contact information and dated Committee membership archives
- Conduct roll call and take minutes of all Committee meetings, including conference calls
- Prepare minutes for the Committee
- Provide an electronic copy of all minutes to the Committee Chair for circulation to the Committee, including the Board Liaison and National VOAD support staff designee within one week of Committee meetings
- Assist the Committee Chair with written quarterly Committee reports



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## Additional Notes:

- The Secretary is the tertiary point of contact for their committee.
- Partners who are elected to leadership of a committee as Secretary have a voice but no vote on that Committee and do not count toward quorum.
- A roster with contact information (along with committee email address and committee conference call number) is provided and maintained by the National VOAD office. It is the Secretary's responsibility along with the Committee Chair to notify the National VOAD office of changes in committee representatives or contact information. The National VOAD staff support will also provide the same information to the Secretary.
- The Secretary will take minutes of all committee meetings and conference calls, and in conjunction with the Chair and Vice Chair, the Secretary will prepare the quarterly reports for this committee.
- If the Secretary leaves their position before the end of their term, an individual from the committee is selected by the Committee Leadership to finish out the remainder of the term. Upon completion of that term, the selected individual can then run for one full term of their own in the next election.

## National VOAD Board Liaison

Term: Annual Appointment by the Board - Board Liaisons are appointed at the end of each annual National VOAD Conference. If there is a change in the Board Liaison, the outgoing Board member will work to onboard the newly appointed Board Liaison and introduce them to the Committee leadership.

## Roles and Responsibilities:

- Attend Committee meetings and conference calls
- Communicate relevant National VOAD Board actions, policies, vision and work to the Committee
- Communicate the actions, policies, vision and work of the Committee to the National VOAD Board on a quarterly basis from the report provided by the Committee Chair. This includes collecting and presenting the annual Committee Goals to the Board for a vote.
- Provide guidance and support the Committee leadership as necessary to fulfill the mission of the Committee
- Support NVOAD Staff to facilitate the nominations and elections of leadership for the Committee within two months prior to the National VOAD Conference meeting. This includes vetting each nomination with the candidates and the organization they represent, ensuring they represent a member in good standing and are authorized to take on the nominated role.

## Additional Notes:

- The National VOAD Board of Directors gives each Committee a charge. The projects, actions and policies of this Committee are meant to be consistent with the National VOAD Strategic Plan.
- The Board Liaison will not have a vote in their capacity as Board Liaison and will not hold officer positions on committees.
- The National VOAD Board of Directors will appoint one Director to support each Committee.



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- If a National VOAD Member is elected to the Board of Directors, and they are currently serving on the Leadership team of a Committee, they should immediately resign from that position and initiate elections to fill their position on the Committee.
- It is strongly suggested outgoing and incoming Board Liaisons should hold a call with Committee Leadership to ensure a smooth transfer.

## Staff Support

Term: Annual appointment by the President and CEO (National VOAD Conference to National VOAD Conference)

## Roles and Responsibilities:

- The staff liaison provides Committee Chairs with a committee conference call line information, committee email address, committee roster, leadership term tracking information and contact information of all committee chairs.
- The staff liaison is responsible for maintaining office records for the various committees. This includes updated and creating Committee rosters and email distribution lists.
- The staff liaison will communicate the timeframe of quarterly reports to Committee Chairs at the beginning of the year and also will facilitate quarterly Committee Chair calls.
- Staff liaisons will oversee the elections process for Committees in cooperation with the Board Liaisons.
- Staff liaisons also participate on Committee conference calls to provide guidance as well as information regarding updates from other Committees or the National VOAD office.

## Additional Notes:

- Each Committee has a designated National VOAD staff member who serves a support role for that Committee. The Staff Support will not have a vote in their capacity and not hold officer positions on committees. This person is also the committee leadership's main point of contact with the National VOAD office.

## Committee Membership

### National Member Committee Representatives

- The National VOAD membership structure requires each national member organization to participate on at least one National VOAD Committee.
- In order to enable the Committees to function in a productive and inclusive manner, national organization members should choose representatives for committee(s) whose subject matter is relevant to the Committee's mission(s) or to which they can provide assistance and support.
- Each committee member can only represent one member organization and has one vote on the committee.
- The naming of these representatives should follow the outlined process:
  - A National VOAD member organization identifies committees relevant to their mission(s) or to which they can provide assistance and support.
  - The organization identifies its representative for each of these Committees.





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- Each year, prior to the annual National VOAD Conference, National VOAD Staff will solicit committee appointments. At this time, each member organization submits their identified representatives in writing.
- A national organization member representative can be reappointed each year (there are no term limits). Members continuing to serve on a committee need to be annually re-appointed by their member organization.
- A National VOAD member organization can select staff or volunteers from State/Territory VOADs as their national representative to a Committee.
- National and Associate organization member representatives have a voice and a vote on the Committee.

## State/Territory VOAD Representatives

- There are three spots per committee designated for State/Territory VOAD representatives.
- State/Territory VOAD representatives are elected to three-year staggered terms by the State VOAD Chairs at the Annual Meeting held during the annual National VOAD Conference.
- State/Territory VOADs may nominate individuals for election to committee posts. The nominees should be individuals whose subject matter expertise is related to the specific committee's charge.
- A State/Territory VOAD representative is an individual whose organization is a member in good standing of a State/Territory VOAD or a representative of a local VOAD approved by the State/Territory VOAD to serve as the state's Committee representative. While such representatives serve an important role on Committees, a Committee's size and composition would be overwhelmed if even half of the State VOADs assigned a representative. In order to balance Committee membership and provide a fair rotation of States/Territory representatives, the following process will be used to appoint up to three (3) State/Territory VOAD representatives to each Committee.
  - The State/Territory VOAD nominates a representative for the Committee by submitting the appropriate form to the National VOAD office. Nominees will also submit a short bio that highlights their subject matter expertise.
  - All nominations are placed on the ballot at the Annual State/Territory VOAD meeting held at the annual National VOAD Conference and voted on for placement on the Committees.
- Each State/Territory representative serves a three-year term. If possible, the terms should be staggered so only one new representative joins the Committee each year.
- If an elected State/Territory VOAD representative to a Committee resigns from their position or is no longer eligible to serve in the position before their term ends or before the National VOAD Conference, then an electronic vote will be held amongst the entire State/Territory VOAD membership to select a new representative to complete the remainder of the current term and who then could be re-elected for an additional term of their own. This process will be handled by National VOAD Staff and will follow the same procedure as the vote at the National VOAD Conference.



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- If State/Territory VOADs wish, they may submit recommendations to the State/Territory VOAD representatives of a committee and the Board Liaison, so as to ensure that the voices of all State/Territory VOADs are heard on the Committee.
- States/Territories shall not nominate more than one representative at a time for each Committee.
- The term of these representatives is intended to afford all States/Territories VOADs to have the opportunity to have representation over time. Once a State/Territory representative's term has ended, that State/Territory should not nominate another individual until the rotation is completed or there are open State/Territory seats on the Committee. Every effort should be made for there to be increased representation among all State/Territory VOADs.
- State/Territory VOAD representatives have a voice and vote on the Committee.
- If a State/Territory VOAD representative is also the designated member representative for their organization on the same committee, they only have one vote on the committee. Each committee member can only represent one member organization and has one vote on the committee.
- In the event an individual from a State/Territory VOAD representative has knowledge or skills deemed critical by a Committee, but is not elected or has completed a term, he/she can be appointed a Subject Matter Expert.

## Government Partners

(Board approved governmental partners according to National VOAD policy)

- Government Partners include federal agencies, such as FEMA, that have an interest in domestic disaster preparedness, response and recovery.
- State/Territory governments and nationally recognized tribal nations are also eligible to enter into formal partnership with National VOAD. Government partners may act as advisors and ambassadors on related Committee issues.
- Each year, prior to National VOAD Conference, FEMA appoints Voluntary Agency Liaisons for each Committee and submits this list to the National VOAD office. Committee Chairs can work with the National VOAD office to provide input into this selection process.
- The Committee Chair and National VOAD will work collaboratively to determine when to include other government agency representation on the Committee.
- Government Partners must be appointed annually (there are no term limits).
- Government Partners have a voice on the Committee, but do not have a vote.

## Associate Members

(National organizations that have a vested interest in throughout the disaster continuum)

- Associate Members identify Committees that are relevant to their mission(s) or to which they can provide assistance.
- Each year prior to the National VOAD Conference, the Associate Member appoints Committee representatives and submits this to the National VOAD office in writing.
- Associate Members may appoint up to two representatives per committee.
- An Associate Member Representative may be reappointed annually (there are no term limits).
- Associate Member representatives have a voice and a vote on the Committee and count toward quorum.



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## Partners

(Board approved non-governmental partners according to National VOAD policy)

- An increasing number of organizations and businesses are finding value engaging in National VOAD. These may include corporations, foundations, other non-profit organizations, academic institutions and associations. In turn, National VOAD has found these relationships support the National VOAD mission. Partners in good standing are able to participate in Committee meetings.
- A Partner identifies Committees that are relevant to their mission(s) or to which they can provide assistance.
- Each year prior to the National VOAD Conference, the Partner appoints a Committee representative and submits this to the National VOAD office in writing.
- NVOAD partners may appoint up to two representatives per committee.
- A Partner Representative may be reappointed annually (there are no term limits).
- Partner representatives have a voice on the Committee, but do not have a vote. Partner representatives can serve as Committee Secretary and, if elected, have voice but no vote and do not count toward quorum.

## Subject Matter Experts/Advisors

- These individuals may come from government organizations, private sector, academia or any area with relevant expertise to assist the work of the Committee.
- Throughout the year, SME/Advisors are invited to participate by the Committee Chair working in consultation with the Vice Chair, Secretary & Board Liaison.
- They have a voice on the Committee, but do not have a vote, and cannot serve in a leadership role.

## Interested Guests

- The committee meetings at the National VOAD Conference, and possibly other meetings, have guests. It is recommended that the Committee leadership provide instructions to the guests about when it is appropriate to participate in the discussion.
- Guests have no voice or vote on the Committee.
- When moving into a Committee Only (Executive Session) meeting, guests should be asked to leave the room.
- It is the very nature of National VOAD to welcome guests and to allow their participation when appropriate.

## Committee Composition and Rights

- The inclusion of subject matter experts, partners and government partners will require attention from the Committee leadership to manage the balance of influence, to ensure that the voice of National VOAD organizations is prominent in Committee decisions. The Committees should function on behalf of National VOAD membership.

## Section 3: Committee Processes and Procedures

The intent of this section is to facilitate and encourage consistency, transparency and strong leadership within each Committee and among the different Committees.



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## Committee Resources

- National VOAD staff provides each committee with an email address that allows messages to be sent to the entire committee, a Committee roster and a document tracking leadership terms for the committee. Committees can request that National VOAD Staff provide them with a conference call line, or a webinar link as needed. Each committee has a committee description, which should be reviewed at least every five years. For a detailed description of these committees, please visit the National VOAD website or contact NVOAD Staff.

## Strategic Planning

- Committees, in collaboration with their Board Liaison, will generate and agree upon three goals to accomplish between annual meetings. These goals need to be voted on by the Committee, but only need to meet a quorum of 7 voting members. Committees may submit an additional list of up to three goals, for a total of six goals. The motivation, direction, and procedure to complete their goal list are entirely within the committee's discretion. The goals should be designed in line with the National VOAD Strategic Plan and will be presented to the Board for approval.

## Reporting

- Each Committee Chair is required to submit a Quarterly Report orally or in writing. The quarterly reporting will take place on Committee Chair calls that will be scheduled with Committee Chairs and the National VOAD staff representative. The fourth quarter report serves as an Annual Report for the Committee, and is given verbally at the National VOAD Conference Annual Meeting. These reports are intended to detail the goals that the committee hopes to achieve over the course of the year, the activities undertaken in the specific quarter related to these goals, and any challenges the committee has faced in trying to meet these goals. The template for the Committee Report can be obtained from National VOAD staff.

## Committee Meetings

- Committee meetings are defined as those in which an agenda is distributed to the Committee membership in advance. A conference call or webinar may constitute a meeting.
- Committees are required to hold a minimum of three committee meetings per year (National VOAD Conference to the next National VOAD Conference, the set committee year). Committees often choose to hold more meetings, depending on their topic area or current work plan. Meetings are arranged and conducted by the Committee Leadership. If the Committee Chair is unavailable, the Vice Chair or Secretary may take charge of the committee meeting.
- A Committee may complete its work in a combination of Committee Only meetings, Open Meetings, and Working Groups/Subcommittee meetings.
  - Committee Only (Closed) Meetings – Only recognized Committee members (voting & non-voting) are allowed to be present and participating.
  - Open Meetings - The Committee may see fit to share information, gather input and/or give an update on its work via a meeting or a conference call. In this forum, it is recommended the meeting information be widely circulated and any person associated with a National or State/Territory VOAD member or a partner may participate. If



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Committee decisions are made or action taken during an open meeting, only recognized Committee members can participate in the decision-making process.

- Working Groups or Subcommittees – the Committee leadership (Chair, Vice Chair & Secretary) may appoint a subset of the Committee to accomplish a specific task or address a specific issue of the Committee. The participants should include some Committee members, but may also include others with expertise that supports the work of the group. Any products or recommendations from these groups are passed on for full Committee action. Documents generated by working groups or subcommittees have no status until approved by the full Committee.

## Conducting a Committee Meeting

- Committee meetings are conducted using Robert's Rules of Order.
- A quorum shall consist of at least 7 voting representatives from different organizations on the committee. (Normally this would-be Chair, Vice Chair, Secretary and four other committee representatives) which can vote on routine committee work, such as meeting minutes and yearly goals. However, for elections, approval of Points of Consensus, Guidelines, Resources, a vote of the full committee with a standard quorum (50% plus one) is needed. All committee votes may be via electronic ballot with the votes tabulated by the committee leadership.
- Each member organization on the committee has one vote. The primary representative is the designated vote. In the absence of the primary representative, the secondary representative may vote. If the primary or secondary is unavailable, a proxy may be provided to the Committee Chair, and the Committee Secretary prior to the meeting as well to the NVOAD office in writing either by email or by post stating the dates the proxy is acting on behalf of the representative. If there are two people representing that organization, the primary representative will participate in the vote on behalf of the organization. State/Territory VOAD Representatives that are unable to attend may submit a proxy form to the National VOAD office as well as the Committee Chair and Committee Secretary.

## Member and State/Territory responsibilities

- Each year, prior to the National VOAD Conference, member representatives will be asked to appoint a representative from their organizations to committees. It is the responsibility of the National Member Representatives to appoint committee representatives for each organization. National VOAD staff will solicit appointments approximately three months prior to the National VOAD Conference each year. Appointments can include a primary representative, and secondary representative.
- State/Territory VOAD Chairs will be contacted approximately three months prior to the National VOAD Conference each year with a list of open committee positions as well. State/Territory VOAD Chairs can nominate one representative for each committee, pending that committee has an open position. Each committee has 3 State/Territory slots, each lasting a 3-year term.
- If a committee member has persistent absences, the Committee Chair and/or Secretary should report this to the National VOAD office. Either the Committee Chair or a National VOAD staff person shall work with the member representative to come to a decision as to the best course of action. If the absent committee member is a representative from a State/Territory VOAD, the



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Committee Chair or National VOAD staff member shall consult with the State/Territory Board Members to determine the best course of action.

- The State/Territory nomination process for Committees is as follows:
  1. National VOAD staff will notify State/Territory Chairs indicating open positions on each committee.
  2. State/Territory VOADs will choose prospective Committee representatives at their respective State/Territory Meeting.
  3. State/Territory Chairs will complete and return the appointment form to National VOAD Staff per the outlined instructions.
- The nominations will be placed on the ballot for the State/Territory Meeting held at the annual National VOAD Conference and be voted on during this meeting. The State/Territory VOAD President or Proxy present at the meeting may vote. One vote is permitted per State/Territory VOAD. If a State/Territory VOAD representative is unable to complete their term, and leaves their position prior to the National VOAD Conference, the nominations process can be conducted by National VOAD Staff during the year.

In coordination with the President and CEO, it is common for Committee members to be asked to represent or appoint a member of the Committee to represent as a Subject Matter Expert at content specific meetings, conferences or events related to the Committee work. Committee leadership is not able to represent National VOAD as only President and CEO speaks for National VOAD.

## Committee Documents

- As Committees meet and work, different types of documents will be developed to express or clarify positions on issues, represent points of agreement, and provide tools or resources for the mission of that Committee. To standardize such documents, National VOAD recognizes three types of documents that may come out of Committee work: Points of Consensus, Guidelines, and Resources.
  - The Points of Consensus are minimal standards, ethical principles or operational principles specific to a relevant topic of the Committee. In the spirit of the National VOAD 4Cs, these articulate a point of agreement for all member organizations involved with the topic. To continue as a member of National VOAD, organizations are required to agree to abide by approved Points of Consensus. These documents require affirmation of the entire membership.
  - Guidelines will typically relate closely to an approved Points of Consensus document and represent expanded operational, behavioral and/or ethical recommendations from the Committee. These documents require affirmation of the entire membership.
  - Resources are tools, manuals, and written resources developed through a Committee process to assist organizations in their disaster response activities. These documents do not require affirmation of the entire membership; rather they only need approval from the Committee and the National VOAD Board of Directors.

The following applies to all documents:

- The Board of Directors may request a Committee develop a document around significant issues relevant to the mission of National VOAD.



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- All new documents should use language and definitions consistent with National VOAD documents and Branding Standards.
- Collaboration between Committees is important on all documents. As appropriate, Committees should request guidance and appropriate language from other Committees on relevant subject matter.
- All documents should be reviewed periodically and updated as necessary. At a minimum, each committee will review their Points of Consensus, Guidelines and Resources every five years to discuss their relevancy, application, or possible adjustment within their committee.

## Points of Consensus Approval Process

- The process for developing the POC will vary among Committees. Some may assign writing groups, or subcommittees; others will work as a full Committee. Full Committee action is required for the process to move forward once the POC is completed.
- The POC document is written using terminology and language consistent with other approved National VOAD documents and the National VOAD Branding Standards.
- When the Committee has approved the POC, the document is sent to the Board, via the National VOAD Office, for a first review.
- The Committee makes any necessary modifications based on the Board's feedback.
- The revised POC document is distributed to all National VOAD members for comment and feedback. Examples of this distribution and feedback process include:
  - Breakout session at Conference
  - Online survey tools soliciting & consolidating feedback
  - Emailing the POC draft to all members
- The Committee revises the POC based on feedback from the membership.
- The Committee approves the final draft of the document with a two-thirds majority vote.
- The final draft of the POC document is sent to the Board for simple majority approval.
- The Board places the POC for a vote by National VOAD Members.
  - A two-thirds majority vote of the members is required for passage of the document.

## Guidelines Approval Process

- The Guidelines document is written using terminology and language consistent with other approved National VOAD documents and the National VOAD Branding Standards.
- When the Committee has approved the Guidelines, the document will be sent to the Board, via the National VOAD Office, for a first review.
- The Committee makes any necessary modifications from the Board feedback.
- The revised Guidelines document is distributed to all National VOAD members for comment and feedback using the same process as Points of Consensus approval.
- The Committee revises the Guidelines based on feedback from the membership.
- The Committee approves the final draft of the document with a two-thirds majority vote.
- The final draft of the Guidelines document is sent to the Board for simple majority approval.
- The Board places the Guidelines document for a vote of affirmation by National VOAD Members.
  - A two-thirds majority vote of the members is required for passage of the document.



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## Resource Approval Process

- The Resource document is written using agreed upon terminology and language consistent with other approved National VOAD documents.
- The Committee approved Resource will be sent to the Board via the National VOAD office for review.
- The Committee revises the Resource based on feedback from the board.
- The Committee approves the final draft of the document with a two-thirds majority vote.
- The final draft of the Resource document is sent to the Board for simple majority approval.

## Section 4: National VOAD Tools and Resources

National VOAD strives to provide a wide variety of tools and resources for Committees and its members. The list of National VOAD tools and resources will continue to expand as time goes on and the needs of the membership and committees shift. National VOAD Staff and Board of Directors will notify Committees of new resources as they are developed and become available.

## Technology Tools and Resources

- National VOAD strives to provide various technological tools and resources to improve communication, cooperation, coordination, and collaboration between our member agencies and partners for the benefit of disaster-affected communities around the country. These tools include the National VOAD website, VOADNet, webinar hosting and Bi-Weekly Operations Calls. A full list of Technology, Tools and Resources are available from National VOAD Staff at your request.

## Branding

- National VOAD has four trademarks: National Voluntary Organizations Active in Disaster, National VOAD, VOAD, and the primary and secondary VOAD logos. The National VOAD Communications Committee created the National VOAD Branding Standards: Policies and Procedures as a guide for how to use the name and logo in agency or Committee communications, on agency websites, for co-branding and for other materials. Committee staff support will ensure that the Branding Standards are met when a committee uses the name and/or logo. The National VOAD staff will also format any committee documents to meet these standards and ensure cohesion between the various committee documents available for public viewing.
- For more information on National VOAD Branding Standards, please review the Branding Standards document on the National VOAD website.

## Membership Directory

- National VOAD provides our network with a Membership Directory. This directory includes contact information for the various national member organizations, partners, State and Territory VOADs, and Committee Leadership. This directory can be requested from National VOAD Staff.





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## **Section 5: Ad Hoc Committees**

The following lists the National VOAD Ad Hoc Committees Support and Member Services Committees. For more information on Committees and Committee descriptions, please visit the NVOAD website or contact NVOAD Staff.

Advocacy Committee

Communications Committee

Community Preparedness Committee

Disaster Case Management Committee

Disaster Health Committee

Donations Management Committee

Emotional & Spiritual Care Committee

Housing Committee

International Committee

LTRG Committee

Mass Care Committee

US Islands & Alaska Committee

Volunteer Management Committee

## **Section 6: Committee Document Guidelines**

Points of Consensus (POC) and Guidance Document and Goal Setting guidance documents are intended to help your committee navigate the process of creating or updating your POCs and Goals. These documents can be requested from National VOAD Staff.