



**National
Voluntary Organizations
Active in Disaster**

COOPERATION | COMMUNICATION | COORDINATION | COLLABORATION



VOAD LEAD

**Leadership, Engagement, and
Development**

17 September, 2013

WELCOME TO VOAD LEAD

Whether you are the Chair/President, Board Member, Officer, or Volunteer; and whether your VOAD is comprised of just a handful of Members and Partners or has a robust member base—understanding the resources at your disposal can do more to ensure your success than just about anything else you can do.

DID YOU KNOW?

- **You're part of the leadership team of the National VOAD Movement.** Your VOAD is like a corporation; and, although you're not running Microsoft or AT&T, you're like a corporate board member, responsible for running a business. Your investors are your VOAD members, and you're responsible for maximizing the return on their investment—capacity building in their communities that they serve.
- **You're a leader.** Your VOAD is a neighborhood like a family. That makes you a parent, cheerleader, role model, social director—in short, a community builder. Your members are your neighbors, and you're responsible for their civic well-being. That's a lot of responsibility, and we're here to support you.

Our mission is to help you not only continue to succeed in your core competencies but to achieve success with a minimum amount of anxiety and angst. That's why we're providing you this overview and general awareness of what information, tools, and resources are available to you to continue to sustain and add value to your VOAD

BACKGROUND

A common misconception about the VOAD movement is that State/Territory VOADs are chapters of the National VOAD. On the contrary, they are Members. Over the past several decades, like-minded groups were inspired by the accomplishments of the National VOAD movement and formed their own State/Territory or Local/Regional VOAD. Only in recent years, have the State/Territory VOADs officially become National VOAD Members, aligning themselves with written member agreements and collaborative practices. Until recently, National VOAD headquarters provided little support, guidance, and/or technical assistance to VOADs. VOAD leaders are elected by their membership, typically once a year. For various reasons, sometimes the relationship and knowledge possessed by one group of leaders was not shared with all of the membership nor passed along to new leadership. Sometimes links

between the VOAD community, emergency management, elected officials, and other societal sectors can fade, thus diminishing effective and timely efforts for whole community response in times of need.

The overview of State/Territory VOAD Criteria describes the duties, functions, and activities of a highly prepared and resilient VOAD. The Minimum Criteria are requirements set by the National VOAD Board of Directors for State/Territory VOADs in order to ensure optimal service to all members and their communities. The Minimum Criteria must be carried out by the State/Territory VOADs to maintain their status as a National VOAD Member in good standing.

MINIMUM CRITERIA FOR STATE/TERRITORY VOADS IN GOOD STANDING:

1. Accept and apply the mission, principles, values, policies, and points of consensus of National VOAD
2. Adopt bylaws consistent with National VOAD bylaws
3. Pay annual dues in accordance with National VOAD bylaws
4. Sign and submit the State/Territory Membership Agreement and supporting documents to National VOAD Headquarters every three (3) years:
 - a. Current bylaws
 - b. Disaster Response Protocols
 - c. Articles of Incorporation (if applicable)
5. Send to National VOAD Headquarters on or before April 1st of each calendar year, as outlined in the State/Territory Membership Agreement:
 - a. Membership roster, including designated representatives' contact information
 - b. Meeting Minutes
6. Encourage representative participation at the National VOAD Conference
7. Nominate and elect in person or by written proxy State/Territory representation to the National VOAD Board of Directors
8. Participate on National VOAD Committees
9. ***Use the name VOAD or Voluntary Organizations Active in Disaster***
10. ***Agree to use the specified VOAD State/Territory logo for identification purposes consistent with license and guidelines articulated in the National VOAD Branding Standards, Policies, and Procedures.***
11. Maintain a current State/Territory VOAD website
12. Elect Officers according to bylaws
13. Convene members or conduct a timely conference call in preparation for or response to a state-level or federally declared disaster

14. **Promote “Whole Community” by recruiting new members and partners**
15. **Work closely with the State Emergency Management Agency, FEMA, and other State government agencies**
16. **Establish standing and/or ad hoc sub-committees**
17. **Develop and implement a plan for organizing and/or supporting Local/Regional VOADs, COADs, and LTRGs**

SCOPE

Components of the VOAD LEAD Program are broken into two functional areas in order to support the State/Territory VOADs as well as Local/Regional VOADs. VOADs across the United States agree to uphold the values and principles set by National VOAD, but beyond that there is not a repository of resources that VOADs have access to in order to develop and or enhance their capabilities and resilience in their respected state/territory.

Leadership, Engagement, and Development (LEAD) is critical to the success and health of a VOAD. National VOAD will undertake the research and development of all materials and trainings. A VOAD LEAD Workgroup has been established to vet all material and provide critical input. Participants of the workgroup are leaders from both State VOADs and National Member Organizations.

The heart of the VOAD LEAD Program is the Toolkit/Reference Manual. Each Chapter in the Toolkit can be enhanced with trainings during the National VOAD Conference or webinars and in-person speaking engagements. The Toolkit information is organized in a summary manner and populated with sample documents, checklist, tips, and “for more help”. “For more help” offers links to other National VOAD documents or to approved information from Members or Partners that might explore the topic in more detail. The Toolkit is organized in modules and published to the National VOAD website as they are completed and approved by the VOAD LEAD workgroup.

There you can download the documents and, in most cases, customize them for your association. See the Appendix for more information about accessing these services online. Be sure to take advantage of all that this Toolkit has to offer. This Toolkit is just one of the resources that can help you be a build capacity and add value. If you can’t find what you need in this guide, call us toll-free at (703) 910-3466 (M–F, 9–5:30 ET) and we’ll be happy to help you.

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