

**Final EC Revision Submitted 10-23-14  
For Vote at Annual Meeting on 11-06-14**



**By-Laws**

***Oklahoma Voluntary Organizations Active in Disaster***

**APPENDIX**

<sup>1</sup>Respond Statewide = An agency with potential capacity to deploy resources or services across the state either directly or through partner organizations.

<sup>2</sup>Guidelines for Secretary Duties

The Secretary is responsible for compliance with all appropriate state and federal information filings and regulations.

<sup>3</sup>Guidelines for Treasurer Duties

The Treasurer is responsible for compliance with all local, state, and federal financial regulations and filings including all required tax-related and 501(c)3 documentation including filing the yearly IRS form 990.

<sup>4</sup>The Oklahoma VOAD shall have the following standing committees:

✓ **Advocacy Committee**

The purpose of the Advocacy Committee is to identify emerging issues and empower policy and advocacy efforts across the VOAD movement by working closely with National VOAD staff, membership and other committees. The Committee will support National VOAD goals to increase public awareness of the National VOAD organization and movement, and to promote its values, vision and mission. Additional functions include monitoring proposed legislation at the federal, state and/or local level which may impact activities or goals of the National VOAD collaborative and movement and, upon request, supporting specific National VOAD staff advocacy presentations or initiatives by facilitating member participation or other resources. For a primer on the Advocacy Committee and its work, please view the following video presentation.

✓ **Communications Committee**

The Communications Committee supports information sharing among all stakeholders by developing policies and procedures, tools and strategies to enhance internal and external communication and thereby support the mission of National VOAD.

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## **✓ Community Preparedness Committee**

The purpose of the Community Preparedness Committee will be to apply and promote the 4C's to nationwide community preparedness, including promoting 'preparedness' as a national civic virtue and duty, identifying and sharing best practices, and collaborating with all sectors to identify and promote innovative ways to enhance community preparedness. National VOAD will soon be collaborating with DHS/FEMA and HHS/CDC as co-branded partners promoting existing national preparedness exercises and campaigns. Such initiatives that could involve all members will increase community engagement and awareness, as well as the awareness of National VOAD and its members' role in the disaster cycle. The Committee will support staff to coordinate such nationwide activities among members.

## **✓ Disaster Case Management Committee**

The Purpose of the Case Management Committee is to: Provide a national forum for the sharing of information regarding emerging issues and ongoing trends in disaster recovery case management; Work collaboratively to identify and overcome systemic barriers that prevent individuals and families from accessing disaster recovery case management services and resources; and to Advocate for best practices and processes in disaster recovery case management in support of NVOAD's over-all mission and values.

## **✓ Disaster Health Committee**

The purpose of the Disaster Health Committee is to identify and promote evidence-based best practices and initiatives that support Members, volunteers and the communities we serve to be better prepared for, protected from, and resilient in the face of health threats or incidents with potentially negative health consequences due to disasters.

## **✓ Donations Management Committee**

The Donations Management Committee is primarily focused on issues related to unsolicited donations. The committee works closely with state VOADs and government donation coordinators in times of disaster to serve as advisors and to support.

## **✓ Emotional & Spiritual Care Committee**

The Emotional and Spiritual Care Committee's mission is to foster emotional and spiritual care to people affected by disaster in cooperation with national, state and local response organizations. The Oklahoma VOAD ESCC accomplishes its mission in several ways: Embracing the unique contribution of various mental health disciplines and faith based groups. Identify specific issues of emotional and spiritual needs as a significant component of disaster response. Educate state and local VOADs and non-affiliated partners about the emotional and

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spiritual needs in disasters. Promote best practices, standards and models to provide effective emotional and spiritual care.

### **✓ Housing Committee**

To assist local, state, tribal, and national disaster response groups in educating, facilitating, and coordinating for disaster related housing activities.

### **✓ Long Term Recovery Committee**

The Long Term Recovery Groups Committee is charged with reviewing issues related to Long Term Recovery Group formation and support. The Committee will also assist local, state, and national disaster response groups in their efforts to address long term recovery needs and programs in their communities.

### **✓ Mass Care Committee**

The Mass Care Committee is a group comprised of America's leading voluntary agencies in the provision of Shelter, Feeding, Bulk Distribution of Relief supplies and related services during disasters. Its purpose is to pursue avenues for joint action and planning among these and other willing partners to communicate, coordinate, cooperate and collaborate. It is the intention of the committee to speed the provision of critical services to those affected by disaster, reduce the duplication of efforts so that the greatest use can be made of limited resources during crisis, and establish a united voice for advocacy in working with our public institutions, including emergency management at the local, state and federal levels, to prepare our communities for the disasters they will face in the future.

### **✓ Volunteer Management Committee**

To have more affiliated volunteers and better managed unaffiliated volunteers in disaster.