

## GOVERNANCE

This section contains the administrative and governance documents of the MVLTRG and its Executive Committee. This includes, meeting minutes, memoranda of understanding, voting records, organization charts, agenda, and bylaws.

### **Best Practice Recommendations:**

- 1) **Draft bylaws and create a memoranda of understanding as soon as possible.** By doing so you can formalize your recovery group structure and the guidelines your member organizations will follow during the recovery process. By granting voting rights to MOU signers, you also avoid any vote tampering (i.e. stacking the room) by any one organization. We recommend one vote per organization. MOU doesn't need to be a requirement to be part of the Recovery Group. Jurisdictions and government entities should not sign an MOU for legal reasons (on their side.)
- 2) **Form an Executive Committee.** Form an Executive Committee to establish group leadership. We recommend the roles of Chair, Vice-Chair, Secretary, Fiscal Sponsor (not treasurer, based on guidance from FEMA), and At-Large Member. The purpose of the Executive Committee is to provide group leadership, oversee meetings, among other things. We recommend the Fiscal Sponsor be appointed by the Chair of the group.
- 3) **Meeting Minutes should be recorded at all meetings.** Record all minutes to capture everything that is discussed during the meetings. This is also helpful to use as reference later in the recovery process. We also recommend sending meeting minutes out electronically to the entire group after the meeting in case someone was unable to attend.
- 4) **Meetings should be held regularly.** Schedule meetings based on the needs of your community and recovery. We met weekly for the first 2 months after the disaster and moved to bi-weekly for the 3 months after that. Six months post-disaster we moved to monthly meetings. Find what works best for your group and maintain communication.
- 5) **Hire an Executive Director.** We highly recommend hiring an Executive Director to manage the daily recovery operations. As most members of the group will have jobs at their respective organizations, they will not be ideal candidates to manage the volume of work that is needed to lead an effective recovery. We were fortunate to have our local community college offer a loaned-executive. Candidates for this position should be highly organized and effective leaders, with experience overseeing multipronged operations. The Executive Director should report to the Recovery Group's Executive Committee.