



Burnet County Emergency Response Team
(CERT) Board Governance Structure

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<i>Distribution:</i> County Judge Burnet County OEM CERT	<i>Written/Revised By:</i> Jim Barho	Approved by: _____ Date: _____
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I. PURPOSE

The purpose of the Burnet County CERT Board is to recruit, train and coordinate program activities for the community so they can prepare for and/or respond in the event of a disaster.

Name - Burnet County CERT Board. In this document, the terms Board and CERT Board mean Burnet County CERT Board.

CERT Board.

Mission Statement- The Burnet County CERT Board will act as the representative group for all Burnet County CERT volunteers and will contribute to the effective and efficient operation of the CERT program of the Burnet County Office of Emergency Management.

II. CERT EXECUTIVE STAFF

CERT Executive Staff consists of the following positions from the Burnet County Office of Emergency Management:

- The Director, who serves as the Chair of the CERT Executive Staff
- The Assistant Director over Programs and Finance
- The Grants Manager
- The Regional Citizen Corps Council Coordinator
- The Community Preparedness Manager

All decisions of the CERT Executive Staff are final.

The CERT Executive Staff will:

- Coordinate, apply for, and secure grants and other forms of funding as possible.
- Provide the CERT Board with Burnet County fundraising guidelines and documentation.
- Enforce and meet all grant contract requirements.
- Manage the CERT Criminal Background Investigation Process (CBIs).
- Provide the Board Chair with a quarterly financial report on open Citizen Corps Council and CERT grants.

- Act as liaison with Burnet County OEM regarding any meetings scheduled to take place in the EOC and enforcing policies regarding EOC access.

All Board operating procedures shall be established as directed by CERT Executive staff, with draft copies provided to the CERT Executive staff prior to final review by the Board.

III. BURNET COUNTY CERT BOARD

A. Membership/Term of Office

- The Board will consist of eight (8) officers.
- Officer terms are for two (2) years. Officers will serve staggered terms. An officer may serve a total of two terms in the same position. The terms may be continuous.
- Board members may recommend an applicant to serve on the Board to fill the unfinished term of a Board member who resigns. Executive Staff will review and approve such appointments.

B. Elections

Elections will be held annually during the regular CERT meeting in September. New Board members will take office on October 1.

Board officers will be elected by the general membership in attendance at the September CERT membership meeting. In cases where there are two or more candidates for a position, election to the position will be by simple majority.

Any CERT member may nominate another CERT member or nominate themselves, using the official Nomination Form. Any CERT member nominated for an office who wishes to hold office, must first meet the following minimum requirements:

- Have completed CERT Training.
- Complete ICS 100 and 200 within 30 days of election, and provide a copy of the certificate to CERT Executive Staff on or before October 1.
- Have proven through past actions that they are willing and available to commit to CERT responsibilities.
- Have been an active CERT member for at least six months before seeking election to the Board. Exceptions to this requirement may be granted by the CERT Executive staff on a case-by-case basis.

Nomination forms will be provided to all CERT members via email and at the August CERT membership meeting. The information on the nomination form will be made available to the general membership to aid in their selection of Board officers.

Election of the Board officers will be administered by the CERT Executive Staff.

If an officer leaves the board for whatever reason, they should continue to serve on the Board until their replacement has been appointed by CERT Executive staff, in coordination with the Board.

C. Board Officer Responsibilities

Members of the Board will:

- Commit the time and energy necessary to participate fully in all Board and CERT activities.
- Support all decisions of the Board decided by vote.
- Perform Board duties assigned to their position.
- Respond during activations as requested, when possible.
- Establish minimum expectations for participation at CERT meetings, meeting attendance, and continuing education for active member status.
- Work with CERT Executive Staff to develop activation and deployment plans to include use of the Emergency Notification System (ENS), phone trees, pagers, and e-mail, etc.
- Establish a policy which identifies types of volunteer activities relevant to Burnet County CERT Members.
- Sign a Personal Commitment Statement (Volunteer Acknowledgement Form).

Members of the Board will be allowed two (2) unexcused absences per year for Board meetings. Notification of an absence must be provided to the Chair or Vice-Chair prior to a meeting.

D. Orientation

Upon election to the Board, officers shall become familiar with the Board and CERT activities by:

- Reviewing the CERT Board notebook for their position.
- Attending a training session to be provided by the CERT Executive Staff that will include, but not be limited to, the Board Governance Structure Document, an EOC orientation, including how the EOC is used during emergencies.

E. Policies and Procedures

All Operating Policies and Procedures must be approved by the CERT Executive Staff. Operating policies and procedures may be initiated or developed by the Board or at the direction of CERT Executive Staff, using the specified format.

F. Removal of a Board Officer

A Board officer may be removed for failure to uphold their responsibilities, as outlined above. The authority to remove a Board officer rests with the CERT Executive Staff whose decision is final.

IV. POSITION DESCRIPTIONS

A master copy of all CERT Board Standard Operating Procedure Manuals and all policies and procedures will be retained in the CERT office in the EOC. CERT Executive Staff may revise position descriptions at their discretion, to benefit the successful operation of the CERT program.

Should a position description change, the Board chair will be requested to review and sign the revised Governance Structure (OEM Directive #C305) within 15 business days.

A. Chair

The Chair leads the Board by building a cohesive and productive working group that achieves the short and long-term goals of the Board established at the annual meeting of the CERT Board and CERT Executive Staff.

A Chair will be elected by the general membership and will perform the following duties:

- Update and maintain the Standard Operating Procedure Manual for the activities of the Chair position.
- Provide a status report on their area of responsibility at each Board meeting and each CERT membership meeting.
- Coordinate and facilitate the work of the Board.
- Conduct meetings of the Board.
- Conduct a retreat to develop an annual CERT Board work plan, including short- and long-term goals of the Board, and associated timelines.
- Conduct CERT membership meetings.
- Meet with CERT Executive staff at least quarterly to discuss the overall progress and activities of the Board and the CERT program.
- Establish and distribute the agenda and any supporting information for Board meetings at least one week prior to a meeting.
- Monitor the Board's performance and assess its overall performance for achieving its goals.
- Ensure that all CERT activities are within the guidelines of Burnet County, the Burnet County CERT Mission, and the National CERT directives.
- Liaison with Citizen Corps Coordinator.
- Assist with emergency activation as requested by CERT Executive Staff.

B. Vice-Chair

A Vice-Chair will be elected by the general membership and will perform the following duties:

- Update and maintain the Standard Operating Procedure Manual for the activities of the Vice-Chair position.
- Provide a status report on their area of responsibility at each Board meeting and each CERT membership meeting.
- Track, document, and develop a quarterly report on Board accomplishments for use by the Chair in quarterly meetings with CERT Executive Staff.
- Collect and submit specific quarterly report data from Board members as directed by and according to a timeline established by the CERT Liaison.
- Assume the duties of the Chair during his or her absence.
- Perform special projects or conduct surveys as requested by the CERT Executive Staff or CERT membership.
- Coordinate special events with CERT Executive Staff.
- Conduct any additional tasks assigned by the Chair.

C. Secretary

A Secretary will be elected by the general membership and will perform the following duties:

- Update and maintain the Standard Operating Procedure Manual for the activities of the Secretary position.
- Provide a status report on their area of responsibility at each Board meeting and each CERT membership meeting.
- Establish and distribute the agenda for the membership meetings to the CERT membership at least one week prior to each meeting.
- Record the minutes of all Board and CERT meetings and provide copies to the membership and the CERT Executive Staff within one week following the meetings.
- Maintain minutes of all previous Board and CERT meetings.
- Assure that Roberts Rules of Order are followed.
- Prepare and manage the sign-in-sheets for Board and CERT meetings
- Prepare and distribute all certificates of completion, including basic CERT training, to CERT members.

D. Training Officer

A Training Officer will be elected by the general membership and will perform the following duties:

- Update and maintain the Standard Operating Procedure Manual for the activities of the Training Officer position.
- Provide a status report on their area of responsibility at each Board meeting and each CERT membership meeting.
- Conduct a planning meeting at the January CERT Board meeting each year to identify training and exercise needs and priorities, and submit them to the Board for review and approval.
- Following approval by the Board, develop a training and implementation plan and schedule for the year.
- Coordinate all training schedules with other Board members as necessary.
- Assure compliance with the national CERT Program training materials, along with any additional requirements, as directed by the CERT Executive Staff and agreed upon by the CERT Board.
- Schedule Basic CERT Training, including scheduling all CERT trainers.
- Identify and schedule continuing education and advanced training opportunities, including those provided by first responders and other subject matter experts for both meetings and advanced training programs.
- Prepare copies/manuals for new member training and regular meetings in a timely manner.
- Collect information regarding CERT training attendance and class data from new CERT graduates for reporting purposes, and coordinate with Membership Officer to assure timely recording of training and volunteer hours.

- Process all requests from CERT members for payment of specific training programs to come out of training funds, in coordination with CERT Executive Staff.

E. Community Outreach/Liaison Officer

A Community Outreach/Liaison Officer will be elected by the general membership and will perform the following duties:

- Update and maintain the Standard Operating Procedure Manual for the activities of the Community Outreach/Liaison position.
- Provide a status report on their area of responsibility at each Board meeting and each CERT membership meeting.
- Schedule and conduct presentations on CERT and/or Burnet County CERT to community organizations as requested.
- Act as Liaison with other Service and Volunteer Organizations (e.g., Citizens Corps, VOAD, COPS, APD Battalion, American Red Cross, Salvation Army, Amateur Radio Emergency Service) as requested.
- Coordinate requests for volunteers from other organizations, including:
 - Documentation of all requests for volunteers from other organizations to include name of organization, dates, etc.
 - Serving as liaison between members and requesting entities.
- Distribute information regarding CERT, CERT events, and CERT training to other organizations, where appropriate.
- Develop and implement a Burnet County CERT recruitment plan. Coordinate with Training and Communications Officers.
- Maintain records of meetings and other events attended as CERT Liaison.

F. Communications Officer

A Communications Officer will be elected by the general membership and will perform the following duties:

- Update and maintain the Standard Operating Procedure Manual for the activities of the Communications Officer position.
- Provide a status report on their area of responsibility at each Board meeting and each CERT membership meeting.
- Develop and implement a Burnet County CERT marketing plan.
- Draft a monthly newsletter for the general membership.
- Develop and maintain a calendar of events and coordinate with CERT Executive Staff for posting in appropriate locations, web sites, etc.
- Liaison with OEM Community Preparedness Manager on all CERT-related Web-Site applications.
- Manage the Burnet County CERT page of the OEM Web-Site.
- Develop avenues for distributing information on Burnet County CERT and CERT events, including media and PSAs.
- Make people aware of all CERT training opportunities by posting information electronically, preparing notices for distribution by email, and other available methods.

- Email information to CERT membership regarding upcoming volunteer opportunities with other organizations.

G. Logistics Officer

A Logistics Officer will be elected by the general membership and will perform the following duties:

- Update and maintain the Standard Operating Procedure Manual for the activities of the Logistics Officer position.
- Provide a status report on their area of responsibility at each Board meeting and each CERT membership meeting.
- Assists with activation and deployment plans for CERT volunteers to include use of CERT Equipment and Supplies.
- Coordinate the selection and ordering of CERT kits and shirts and other class supplies for new members with CERT Executive Staff, and assure adequate advance notice to reflect the time required for ordering and processing.
- Prepare policies regarding CERT equipment and inventory management with CERT Executive Staff.
- Manage inventories of supplies in EOC and external storage locations, in coordination with CERT Executive Staff. Keep CERT Executive Staff apprised of any storage concerns or problems.
- Reserve training and meeting rooms as soon as training and meetings are scheduled to assure adequate capacity and availability. Notify the CERT Executive Staff of meetings scheduled that require the use of Burnet County OEM facilities. Verify the availability and request reservations.
- Distribute equipment to new members.

H. Membership Officer

A Membership Officer will be elected by the general membership and will perform the following duties:

- Update and maintain the Standard Operating Procedure Manual for the activities of the Membership Officer position.
- Provide a status report on their area of responsibility at each Board meeting and each CERT membership meeting.
- Maintain membership database of Burnet County CERT membership records on volunteer and training hours, as directed by CERT Executive Staff.
- Track and document all volunteer hours as directed by CERT Executive Staff.
- Track and document all volunteer training hours as directed by CERT Executive Staff.
- Maintain the status of and coordinate CBI's and badging of new members and renewals for existing "active" members with CERT Executive Staff.
- Coordinate with the Secretary to obtain copies of sign-in sheets for timely documentation of hours.

- Create badges and retrieve badges from inactive members.
- Monitor volunteer hours and training hours toward membership recognition, such as for Presidential Service Awards and National Volunteer Week. Coordinate with CERT Executive Staff to assure timely presentation of awards or processing of requirements associated with bestowing awards to members.
- Emergency Notification System (ENS), phone trees, pagers, e-mail, as requested by CERT Executive Staff.
- Maintain Burnet County CERT Volunteer Management Process.

V. RELATIONSHIP OF THE BOARD TO THE CERT EXECUTIVE STAFF

The CERT Executive Staff is the authority designated to administer the CERT program. Routine business and communications with the CERT Executive Staff will be the responsibility of the CERT Board Chair. The Board Chair is responsible for assuring clear and open communications on the activities of the Burnet County CERT Board and the CERT program, including any concerns that may arise.

The Board Chair will include the CERT Executive Staff and OEM on all emails or any other communications sent to the general CERT membership.

The CERT Executive Staff and the CERT Board will meet jointly at least once annually to review the Board's previous year's accomplishments, plan the coming year's activities, and generally discuss methods to improve the quality of the Burnet County CERT program.

VI. MEETINGS AND QUORUM

The Board will meet as needed, unless decided otherwise by the CERT Executive Staff. Additional meetings may be called at the discretion of the Board. Meetings may take place in the Emergency Operations Center at Burnet County or any other location as decided by the Board.

A simple majority of active Board members will constitute a quorum necessary to conduct business. An inactive Board member includes, but is not limited to, a member on leave of absence granted by the CERT Executive Staff.

The chair will not vote on matters before the Board, unless there is a tie. The chair will provide the tie-breaking vote when needed.

VII. COMMITTEES

A committee is one or more persons appointed to consider, investigate, or take action on certain matters or subjects.

COMMITTEES OF THE BOARD: The Board may divide itself into committees having charge of a different branch of the work of the Board during the interval between the monthly meetings of the Board. The committee is assigned according to the position description of each officer. Each officer shall report on the fulfillment of their assigned responsibilities at the Board meetings. The Board may appoint committees of this kind without other authorization.

ORDINARY COMMITTEES: The Board may appoint committees to work under its supervision or according to its specific instructions. Any active Burnet County CERT member may be appointed to a committee and appointed or elected chairman of the committee. Committees shall operate under the Burnet County Office of Emergency Management Community Response Team (CERT) Policy and Procedure Directives and Operating Procedures. Ordinary Committees are of two types:

Standing Committees which have a continuing existence and

Special Committees which go out of existence as soon as they have completed a specified task.

STANDING COMMITTEES are constituted to perform a continuing function and remain in existence permanently. Any Board officer may appoint a standing committee, appoint a chairman of the committee, and fill any vacancy that may arise in the committee. If the appointing Board officer does not designate a chairman when the committee is appointed, the committee has the right to elect its own chairman. The committee chairman reports to the appointing Board officer.

Standing committee members serve for a term corresponding to that of the appointing officer of the Board. A standing committee must be constituted by name. They may include the following and any other standing committees as are deemed necessary to carry on the work of the Board: Communications, Community Outreach/Liaison, Logistics, Membership, Training...

SPECIAL COMMITTEES are appointed, as the need arises, to carry out a specified task. At the completion of the task it automatically ceases to exist. A special committee may not be appointed to perform a task that falls within the assigned function of an existing standing committee. Special Committee members may be appointed by any Board officer.

VIII. AMENDMENTS

This Governance Structure shall be reviewed during the annual joint meeting of the CERT Executive Staff and the CERT Board. If a need arises, the Governance Structure may be amended at any time. Any active CERT member may propose amendments.

Amendments to the Governance Structure must be approved by the CERT Board and the CERT Executive Staff.

Approved (Date): _____

Signature: _____
Burnet County
CERT Executive Staff Chair

Signature: _____
Burnet County
CERT Board Chair