



## **CITIZEN CORPS/EMERGENCY PLANNING COMMITTEE CHARTER**

*2018 Draft under Review*

**Purpose:** To provide GVC liaison among the Green Valley area first responders and advise the GVC on matters of community safety. These include Green Valley Fire District, Pima County Sheriff's Department, Sahuarita Police Department, the Community Emergency Response team (CERT), Sheriff's Auxiliary Volunteers (SAV), Sahuarita Volunteers in Police Service (VIPS), amateur radio associations, the Animal League of Green Valley, and local civic groups.

### **Responsibilities:**

1. Establish annual goals consistent with GV Council's annual goals. Track and report accomplishments annually.
2. Support Council Vision and Mission Statements; uphold Council's Values.
3. Provide written materials electronically to the Executive Committee Liaison for web page, email distribution, flyers, and other marketing materials using Council templates as guidance.
4. Act as Ambassadors for the Council, educating committee members and the community on Council activities.
5. Proactively identify problems and seek solutions to issues affecting the Community. Submit recommendations requiring action to the Executive Committee.
6. Champion the GV Community Plan, documenting Committee activities that further Plan objectives.

7. Attend the monthly Board of Representatives meetings and present information periodically to both the Executive Committee and the Board of Representatives.
8. Develop and manage the Committee budget; work with the Executive Committee to see if grants, local sponsors, or other sources of revenue are possible for specified projects.
9. Ensure community (residents, property owners, and investors) members are represented and heard.
10. Liaise with principal officers in each of the agencies cited in the Purpose, above to enhance mutual understanding between the GVC and each of the agencies. Communication of news of the activities of each to the GVC will be a principal function.
11. Act as a point of contact with county, state and federal agencies in the areas of emergency preparedness and response, including county and state Citizen Corps Councils.

### **Reporting Requirements:**

1. Submit recommendations for action to the Executive Committee for approval.
2. Present Committee Goals for next calendar year and evaluation of the committee's performance in achieving the goals for current year for approval at the February Executive Committee meeting.
3. Submit Minutes and Agendas electronically to the Council's Administrative Secretary as follows:
  - a. Agenda and last months' minutes required one week prior to next meeting.
  - b. Approved and/or corrected minutes no later than 24 hours following the meeting.
4. Budget submissions:
  - a. All annual reports are submitted in time for the November Executive Committee meeting. Submit annual budget spending plan for a line of credit that is determined by the Executive Committee annually.
  - b. If any planned expenditure of an amount over 10% of the annual budget should change, submit to Executive Committee for approval.

5. Monthly summaries of volunteer hours expended to Council Administrative Secretary.

**Committee Composition:**

The Chair is responsible for selecting the committee members and shall determine the number of members and community representation needed to operate effectively. Because of the nature of this committee, the GVC committee identifies Coordinators, emergency representatives or contacts and Executive Committee members. The Executive Committee Coordinator and members will take the lead in synchronizing information between emergency responders and members of the Green Valley Council Board of Representatives about emergency procedures.

**Approved By:**

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Chair, Citizen Corps/Emergency  
Planning Committee

\_\_\_\_\_  
Date

**Approved By:**

\_\_\_\_\_  
President, Green Valley Council

\_\_\_\_\_  
Date