



**VOAD**

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VOLUNTARY ORGANIZATIONS  
ACTIVE IN DISASTERS  
SANTA BARBARA COUNTY

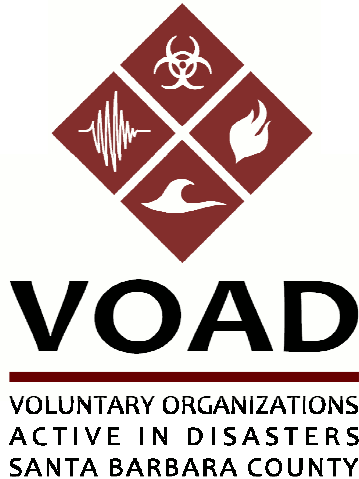
# Guidelines



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## Guidelines

### I. Name and Jurisdiction

The Name of the organization is the Santa Barbara County Voluntary Organizations Active in Disaster (SBCVOAD). SBCVOAD is the Santa Barbara County affiliate of the Southern California VOAD (SCVOAD) and National VOAD (NVOAD). The jurisdiction is the County of Santa Barbara, California.

### II. Mission

The function of this organization is to encourage communication, cooperation, coordination, and collaboration in planning for and responding to disasters. We do this so that our responses will be more effective, duplication of services will be minimized, and services will be provided more efficiently to those affected by a disaster.

### III. Purpose

To bring together voluntary organizations active in disaster to foster more effective service throughout disaster preparation, response, and recovery by adhering to our guiding principles of:

- **Cooperation**—to create a climate for cooperation at all levels and to provide information.
- **Coordination**—to coordinate policy among member organizations and to serve as a liaison, advocate, and community voice.
- **Communication**—to disseminate information through newsletters, a member directory, drills, and critiques.
- **Collaboration**—to work together to achieve specific goals and to undertake specific projects during disasters.

SBCVOAD will encourage and provide the following:

- **Education**—to provide disaster-related training and to increase awareness and preparedness in each organization.
- **Mitigation**—to support efforts of federal, state, and local agencies and governments.
- **Convening mechanisms**—to hold meetings, seminars, training programs, and local conferences.
- **Outreach**—to encourage the formation of and give guidance to local voluntary organizations active in disaster relief.

## IV. Membership

### *Categories of Membership*

**Partner Member.** Partner Membership is open to non-profit IRS-501c (3) organizations with voluntary memberships or constituencies and resources that can be mobilized to respond to disaster events.

- Partner Members may:
  - Exercise a vote.
    - Only one representative of an organization may vote, and any one person may only represent one organization.
    - Other members of an organization that are attending a meeting are encouraged to participate in discussions and activities but may not vote.
- Hold any elected office.
- **To be eligible** for Partner Membership in SBCVOAD an organization must:
  - Have a stated policy of delivering direct services to meet the needs of those within the jurisdiction of the SBCVOAD who are affected by disaster.
  - The organization must have a disaster response program for the commitment of resources or personnel to meet the needs of people affected by disaster without discrimination.
  - Submit a signed Statement of Understanding accepting the Guidelines of SBCVOAD and committing to participate in the functions of SBCVOAD.
- Pay in timely manner any and all dues established by SBCVOAD.

**Associate Member.** Associate membership is granted to government agencies or groups affiliated with these agencies (e.g., CERT units), as well as partner VOAD entities.

- Associate Members may:
  - Exercise a vote.
  - Hold elected office limited to the Member-at-Large position.
- **To be eligible** for Associate Membership an organization must:
  - Have a stated response program and policy for commitment of resources and personnel to meet the needs of people affected by disaster without discrimination.
  - Submit a signed Statement of Understanding accepting the Guidelines of SBCVOAD and committing to participate in the functions of SBCVOAD.
  - Pay any dues established by the SBCVOAD in a timely manner.

**Alliance Member.** Alliance Membership may be granted to any for-profit or other organization with disaster planning and operations responsibility or capabilities that does not meet the requirements of membership in other classes.

- Potential benefits to Alliance Members include having their organizational logos displayed:
  - On the SBCVOAD website.
  - On SBCVOAD promotional materials.
  - During SBCVOAD events such as SBCVOAD meetings and training events.
- Alliance Members may participate fully in discussions and activities but may not:
  - Exercise a vote
  - Hold elected office.

- **To be eligible** for Alliance Membership an organization must:
  - Have a stated response program and policy for commitment of resources to meet the needs of people affected by disaster without discrimination.
  - Submit a signed Statement of Understanding accepting the Guidelines of SBCVOAD and committing to participate in the functions of SBCVOAD.
  - Pay any dues established by the SBCVOAD in a timely manner.

### ***Membership Termination***

Membership may be terminated by any of the following:

- Submission of a letter of separation.
- Action of the Executive Committee following failure to participate in three consecutive SBCVOAD general meetings or a disaster event. Termination of membership requires a four-fifths vote of the Executive Committee.
- Failure to pay dues in a timely manner.
- Consistent failure to meet the conditions and responsibilities of membership.

Any member facing termination has right to appeal to the executive committee.

### ***Responsibilities of Membership***

To obtain and maintain membership in SBCVOAD, each member organization must:

- Provide SBCVOAD with information as requested to compile a Disaster Resource Directory. This information will include:
  - Name, job title, address, office phone number, emergency phone number (e.g., mobile), and email address for the primary contact and if possible a secondary contact for the organization. *Organizational representatives must have access to the resources of the organization to serve the needs of disaster victims.*
  - Description of the organization's mission and activities.
  - Description of the material resources and human services that the organization anticipates being able to provide during disasters.
- Send knowledgeable and authoritative representatives to SBCVOAD meetings. *Member organizations are encouraged to designate at least one primary and one alternate representative to attend SBCVOAD meetings.*
- Prepare for disaster by developing a disaster response plan.
- Participate in SBCVOAD planning processes, disaster drills, and post-exercise evaluations that serve to strengthen communication, cooperation, coordination, and collaboration following a disaster.
- Gather information following a disaster about the organization's needs, services, and resources and communicate that information to the point of contact designated by SBCVOAD.

## V. Meetings

**Coordinating Committee** Meetings will be held quarterly, or at a frequency to be determined by the executive committee, at places and times to be announced.

- Coordinating Committee meetings are open to the public. Members are encouraged to bring guests.
- A meeting notice and agenda will be sent to all members at least one week prior to each meeting by email.

**Executive Committee** meetings will be held at the discretion of the Chairperson or by request of at least two of the committee members.

**Emergency Meetings** to meet the needs of disaster events (or drills) can be called at any time by the Chairperson with minimal notice.

- Emergency meetings are open to members and those agencies with specific response and recovery responsibilities that concern SBCVOAD members.
- In case of technical communication problems as a result of a major disaster, the meeting will be held at the Foodbank of Santa Barbara County location closest to the disaster at 10:00 am on Day 3 of a major disaster event. (See *Disaster Procedures*.)
- Emergency meetings may be conducted via teleconferencing or other electronic media in order to facilitate the work of SBCVOAD.

## VI. Officers

The Officers of SBCVOAD are:

- **Chairperson.** Presides at meetings, acts as spokesperson, represents SBCVOAD, delegates tasks as pertains to SBCVOAD business, assures that an EOC Liaison is appointed as necessary during a disaster, and coordinates with the general membership and the EOC to determine if activating an Emergency Volunteer Center is warranted. Chairperson attends all Executive and Coordinating Committee meetings and provides leadership.
- **Co-Chairperson.** Acts on behalf of the Chairperson in the absence of or at the request of the Chairperson, or in conjunction with the Chairperson, to more efficiently accomplish leadership tasks and goals.
- **Secretary.** Maintains organizational records, makes notifications as required or requested by the chair, keeps the notes of meetings, and sends meeting notes to the membership at least one week in advance of each meeting. The Secretary also updates the SBCVOAD website as necessary (currently found at [www.sbredcross.org/VOAD](http://www.sbredcross.org/VOAD)).
- **Treasurer.** Maintains the financial records of SBCVOAD, accepts and records the dues payments of members, and makes financial reports as requested.
- **Member-at-Large.** Is a voting member of the Executive Committee. There may be up to three (3) members at large.

The term of office for each elected office shall be two (2) years.

- Officers who have been appointed to fill a vacant or partial term of office may, at the next election, serve a full two-year term, if so elected.
- Terms of office for the principal officers shall be staggered so that there will not be an absence of leadership with knowledge of the organization.

At least 60% of the officers of SBCVOAD must be Partner members.



## VII. Standing Committees

SBCVOAD committees include:

- **Executive Committee.** Consists of the elected officers of SBCVOAD and the three members-at-large.
- **Coordinating Committee.** Consists of the members of the Executive Committee and representatives of each of the member organizations of the SBCVOAD.
- **Subcommittees.** Appointed as needed by the Chair. The current subcommittees are:
  - Food Distribution/Preparation
  - In-Kind Donations
  - Long-Term Recovery

## VIII. Voting

**One vote per organization.** Each Member organization is entitled to one vote in Coordinating Committee meetings and in the election of Executive Committee members.

- If several members of an organization are in attendance at a meeting they must decide which one of their members will be the Voting Member.
- Voting by proxy is not permitted.
- The members present at a properly noticed meeting constitute a quorum to do business.
- All votes shall pass by simple majority vote.
- All votes will be recorded in the notes of the meeting by the secretary.

**Executive Committee voting.** Each member of the Executive Committee is entitled to one vote during Executive Committee meetings.

**Subcommittees** may, at the discretion of their members, reach operational decisions through consensus instead of voting.

**Executive Committee election procedures.** The Executive Committee shall adopt voting procedures that will ensure that at least 60% of the officers of SBCVOAD are Partner Members. Elections will be conducted according to the following schedule of events:

1. **Five weeks before annual meeting.** An announcement of the Dec. 7 VOAD Annual Meeting and election of Executive Committee members is sent to VOAD members.
  - **Organizations that have paid their dues.** A nomination form and cover letter is mailed to the individual members at each VOAD member organization that has paid its annual dues. The deadline for returning nominations is three weeks before annual meeting.
  - **Organizations that have not paid their dues.** An email invitation to the annual meeting is sent to all VOAD members. It includes an explanation that only member organizations that have paid their annual dues will be eligible to vote.
2. **Three weeks before annual meeting.** Nominated candidates are contacted to confirm that they accept their nominations.
3. **Two weeks before annual meeting.** An announcement of the VOAD annual meeting is mailed and emailed to all individual VOAD members. A ballot is included with the letter to the primary contact at each dues-paying member organization.
4. **At the annual meeting.**

- Ballots are distributed to primary contacts at dues-paying member organizations who did not return their ballot by mail or bring their ballot to the meeting.
- The election of new Executive Committee members is conducted.
- The newly constituted Executive Committee appoints its officers.

## **IX. Annual Meeting**

An annual meeting of the membership shall be held once a year at a place and time to be determined by the Executive Committee.

- This meeting will be for the election of officers for the ensuing period and for the transaction of such other business that may come before the meeting.
- Notice shall be sent to the membership and posted on the SBCVOAD website at least two weeks in advance of the annual meeting.

## **X. Dues**

SBCVOAD may raise funds to meet ongoing administrative and operating costs, defray the cost of travel to represent SBCVOAD at meetings of SCVOAD and at other meetings, to carry out the business of SBCVOAD, reimburse members for training expenses, and to pay dues assessed by SCOVAD.

## **XI. Amendments**

Amendments to these guidelines may be adopted by a two-thirds vote of the voting membership of the Coordinating Committee.

- A proposed amendment must be submitted to the Chairperson either by mail or email.
- The Chairperson shall send all the members of the Coordinating Committee an email notice containing the proposed amendment no less than two weeks before the Coordinating Committee meeting at which the motion to adopt the amendment shall be presented.
- If the motion to adopt the amendment is seconded, it may be discussed at this meeting but no vote on the amendment shall be taken until a subsequent properly noticed Coordinating Committee meeting.