Rogue Valley Community Organizations Active in Disaster
Charter

I. Mission Statement
The RV COAD will act as the Jackson and Josephine Counties coordinating organization with local government agencies toward an organized, collaborative response to and recovery from disaster by NGO, faith-based and community organizations and individuals.

II. Goals

<table>
<thead>
<tr>
<th>Goal</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal 1</td>
<td>Act as a coordinating organization in response and recovery with the Emergency Management Coordinator(s) having jurisdictional responsibility in a local disaster.</td>
</tr>
<tr>
<td>Goal 2</td>
<td>Collaborate with emergency management in providing information to citizens about volunteering and donating.</td>
</tr>
<tr>
<td>Goal 3</td>
<td>Coordinate staffing the emergency phone bank when called upon by Jackson County Emergency management.</td>
</tr>
<tr>
<td>Goal 4</td>
<td>Following an emergency, participate with emergency management in outreach.</td>
</tr>
<tr>
<td>Goal 5</td>
<td>Act as Jackson and Josephine County’s Unmet Needs Committee; coordinating NGO, faith-based and community organization long term recovery efforts in Jackson and Josephine Counties.</td>
</tr>
<tr>
<td>Goal 6</td>
<td>Act as coordinating group for monetary donations.</td>
</tr>
</tbody>
</table>

III. Organization

A. General membership is comprised of individuals representing local and state government, faith based and Non Governmental Organizations (NGOs/nonprofits) working toward the Mission and Goals of this Charter. Smaller teams and committees may be convened to implement specific projects.

B. The RV COAD is not a 501 (C ) (3) and does not keep a treasury or funds for any project. RV COAD will act as a coordinating group for monetary donations.

C. RV COAD membership is inclusive and open to any government agency, faith based organization, or NGO organization with an interest in emergency mitigation, preparedness, response, or recovery. A member-actively represents their organization at RV COAD. A member provides and updates contact and other information as requested in the Membership Survey. Being a member is not restrictive.

D. Membership indicates an interest and willingness on the part of an organizational representative to receive information, take part in RV COAD meetings, planning, and other activities and a willingness to support RV COAD efforts to achieve meaningful, effective collaboration and coordination in response to and recovery from an emergency.

E. The RV COAD recognizes and supports the right of each member organization and affiliate committee or group to make autonomous decisions affecting their organization.

F. The RV COAD provides a forum to address community readiness, training and exercise to better and more effectively respond and recover from emergencies.
IV. Steering Committee

A. RV COAD is guided by a Steering Committee.

B. The Steering Committee facilitates communication among RV COAD members, maintains continuity in RV COAD activities, and monitors progress toward accomplishing RV COAD’s Mission and Goals.

C. The Steering Committee will consist of not less (no fewer) than five (5) and no more than fifteen (15) members.

D. The goal is to have representatives from a wide variety of organizations.

E. Multiple members from the same type of organization may be considered. The diversity of interests among the represented areas will be tracked by the Steering Committee.

F. Potential Steering Committee members are recruited from the Full RV COAD membership. Criteria for a potential Steering Committee member includes having an interest and activities related to emergency planning, mitigation, response, recovery or emergency preparedness community outreach.

G. Appointments to the Steering Committee are confirmed by the Steering Committee.

H. Steering Committee members will serve for a term of four years. Steering Committee members may serve multiple terms. Members serving as Vice Chair, Chair, and Immediate Past Chair shall have their terms extended until they conclude their officer cycle.

   a. Rotation of members will be staggered to maintain continuity, with half of the beginning terms at the Steering Committee’s inception taking two year terms and half taking 4 year terms. Terms will transfer the day after affirmation of the new Steering Committee members. Mid-term and end-of-term vacancies will be appointed by the Steering Committee.

I. Any Steering Committee member who must vacate his/her position shall provide written notice to the Steering Committee members.

J. Key Duties and Responsibilities of Steering Committee

   a. Attend and participate in Steering Committee meetings, membership meetings, trainings, workshops and exercises.

   b. Work collaboratively to assure the overall Mission, Goals and objectives of the RV COAD are met.

   c. Identify and recruit community members to become active in the RV COAD.

   d. Provide input and serve as committee or team lead on special interest group projects.
Rogue Valley Community Organizations Active in Disaster
Charter

e. Establish and maintain open and clear communication with the organization they represent, if applicable.

f. Where possible provide resources and support to assist the RV COAD to fulfill its Mission and Goals.

V. Officers
A. The role of the officers is to ensure that the RV COAD is based on a model of shared leadership and collaboration that is equitably led by the membership, with no one agency or/and organization assuming the lead role.

B. The Steering Committee shall have a Past Chair, Chair, Vice-Chair and Secretary.

C. Officers will be appointed by the Steering Committee. Officers will assume their duties upon the first meeting after their appointment. The term for these positions is one year, with the Vice Chair advancing to Chair, and the Chair advancing to Past Chair. In the event a Vice Chair is unable to serve as Chair or the Chair is unable to finish their term, the Past Chair may fill the role or a new Chair or Vice Chair may be elected by the Steering Committee. If the Past chair resigns, replaces another officer, or is otherwise unavailable; a replacement may be elected by the Steering Committee.

D. The Secretary shall serve two year terms with the option of multiple consecutive terms.

E. If the Secretary or the Vice Chair is unable to finish their term then the Steering Committee will appoint an eligible candidate from the ranks of the Steering Committee.

F. An officer shall not hold more than one appointed position simultaneously.

G. No member of the Steering Committee can be appointed to serve as a returning or new officer outside the regular progression of Vice Chair to Chair and to Past Chair if they have been an officer within the last two years. Example: the Past Chair must wait for two years after their term before nomination to again serve as an officer.

H. Key Duties and Responsibilities of Steering Committee Officers
   a. The officers assume duties and functions as may be determined by the Steering Committee including but not limited to the following:
      i. The Chair shall provide leadership and direction to the RV COAD and oversee compliance with the Charter as well as implementation of the Mission, Goals and Objectives as defined in the Charter. The Chair shall set the Steering Committee agenda with input from the Steering Committee. The Chair shall facilitate the Steering Committee and RV COAD meetings.

      ii. The Vice Chair shall exercise all of the functions of the Chair in the event of the Chair's absence or incapacity. The Vice Chair shall assist the Chair in implementation of the Mission, Goals and Objectives. The Vice Chair shall assume other special duties as agreed upon between the Vice Chair and the Chair and/or Steering Committee.
Rogue Valley Community Organizations Active in Disaster Charter

iii. The Past Chair shall advise the Chair and assist with providing leadership and direction to the Chair. The Immediate Past Chair shall lead the Steering Committee to select candidate(s) for the position of Vice Chair, Secretary, or Chair, if required by resignation of the Chair. The Past Chair or an interim candidate may be appointed by the Steering Committee to fill any vacant officer positions until the position is filled or the duration of the term.

iv. The Secretary shall record minutes of both the Steering Committee and General Membership meetings and distribute them as appropriate. Additionally, the Secretary will maintain the membership list (e.g. emails and contact information for the RV COAD members).

VI. Subcommittees and Teams
A. Subcommittees serve in and advisory capacity to the Steering Committee. Any members of the RV COAD can propose the formation of a subcommittee or team, and must be approved by the steering committee:
   i. Standing Subcommittees which are long-term groups with specific interests (such as Training, Exercises, Public Awareness, or Membership).
   ii. Ad-hoc Subcommittees or teams which are short-term groups involved in activities (for example, organizing an education and outreach event); or
   iii. Project Teams with a specific task (for example, comparing and contrasting two specific plans from different agencies or, implementing a specific project as outlined in a plan);
B. Subcommittees and Teams must communicate their focus, general time-lines, meeting information, and membership to the Steering Committee and share their recommendations and activities at RV COAD meetings. The Steering Committee must approve recommendations before they are moved forward.

VII. Meetings
A. At least four educational general meetings of the Full RV COAD are held each year, one per-quarter. The meeting location and hosting responsibility will be decided upon by the Steering Committee at the beginning of each year.

B. An Annual Meeting may be held to celebrate work accomplished, honor those involved, review RV COAD membership, affirm new Steering Committee members. Agenda items for discussion are to be submitted to the Chair 30 days prior to the Annual Meeting.

C. The Steering Committee will meet as often as necessary to conduct the business of the RV COAD.

D. Subcommittees and teams will meet as often as necessary to complete their tasks. All meetings are open to RV COAD members interested in attending.

VIII. Decisions
A. Matters of substance, such as RV COAD direction, organization and project prioritization will be decided by the Steering Committee. Steering Committee or Subcommittee decisions will be made by majority vote of those present at the meeting.
B. The RV COAD actively works to communicate and coordinate with other autonomous groups, committees and/or partnerships with a commitment to emergency preparedness and/or hazard risk reduction.

IX. Amendments
Amendments to the Charter are to be proposed in writing by RV COAD member(s) to the Steering Committee. Amendments to the Charter are approved by majority vote of the Steering Committee.

X. Charter Review Schedule
This Charter is to be reviewed at least annually.