



MAINE VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTERS

Maine VOAD Member Handbook

September 2022



MAINE VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTERS

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Introduction

The Maine VOAD Member Handbook is a resource for members and affiliated organizations. The value and contributions of individuals and organizations provide unique opportunities for service in a Natural or Human-Caused Disaster or Pandemic. This document provides members with information on programs, policies, and procedures necessary to ensure consistent service to communities in Maine.



MAINE VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTERS

Who is Maine VOA?

Do you want to help your Community in a Disaster?

Who are We?

Maine Volunteer Organizations Active in Disasters (Maine VOA) is a statewide coalition of nonprofit organizations that respond to disasters as part of their overall mission. Each member organization maintains its own identity and independence yet pledges to work cooperatively with other member organizations to improve disaster and emergency services and to eliminate unnecessary service duplication.

Maine VOA is a 501(c)(3) nonprofit corporation in Maine, founded in 1987 following FEMA-788-DR-ME, the April Fools' Day Flood.

What are the benefits of being a Maine VOA member?

Maine VOA members and partners gather around topical issues and programmatic activities to improve the delivery of services throughout the disaster cycle. Together we foster more effective service delivery through the Four C's—Communication, Coordination, Cooperation and Collaboration—by providing convening mechanisms and outreach for all people and organizations involved in disasters.

Maine VOA members:

- Benefit from the accumulated expertise of Maine VOA members throughout the state.
- Meet and learn about other member organizations
- Share best practices
- Build relationships prior to disasters

When does Maine VOA Activate?

The Maine VOA Executive Committee will consider activation when any of the following occur:

- Full activation of the State of Maine's Emergency Operations Center (SEOC).
- A disaster has occurred with clear-cut long-term recovery needs.
- The disaster impacts a number of Maine communities.
- An individual Maine VOA member's resources cannot meet the needs of Maine disaster victims.
- Maine VOA resources are requested by government agencies.



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What types of Maine VOAD Memberships are Available?

There are two levels of membership, Voting Members and Nonvoting Members. To be a member, organizations must meet the following criteria:

- A. Voting Member—Organizations that meet any of the following criteria:
 - 1. Organizations that hold a current membership to National VOAD (NVOAD)
 - 2. Organizations with voluntary memberships and constituencies, are nonprofit, and qualified under the IRS Code 501(c)(3)
 - 3. Organizations with a disaster response program and policy for the commitment of resources to meet the needs of people affected by disasters without discrimination.
 - 4. Organizations with the capacity or interest in responding to disasters on a statewide, regional, or local level.
- B. Nonvoting Members—Government organizations (federal, state, local, or county)

When does Maine VOAD meet?

The Maine VOAD meets on the 3rd Wednesdays in February, May, August, and November. Meetings are held in person and virtually. Additional Training and Information Sessions are scheduled throughout the year every third Tuesday of the month.

Who do you contact for further information on VOAD?

Contact VOAD Maine by Email: mevoad@nvoad.org



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Leadership

Website: www.mevoad.org **Email:** mevoad@nvoad.org

<https://www.facebook.com/MaineVOADcommunity/>

Co-Chairs

Secretary

Treasurer

Member at Large

Member at Large

Maine Emergency Management Agency (MEMA) Liaison to Maine VOAD

MEMA Mass Care Coordinator and MEMA Individual Assistance Officer

Affiliations

The Maine VOAD is a member of the National VOAD.



National Volunteer Organizations Active in Disaster

P.O. Box 26125 Alexandria, VA 22314

703-778-5088

info@nvoad.org



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MEMBERS

211 Maine
Adventist Community Services Disaster Response
Americares
Aroostook Agency on Aging- Meals on Wheels
Bangor Humane Society
Brethren Disaster Ministries- Rebuild Program
Christian Aid Ministries- Loaves and Fishes
Churches of Scientology Disaster Response
Convoy of Hope
Eight Days of Hope
Feed the Children
Good Shepherd Food Bank
Humane Society of the US
Latter-Day Saints Charities
MMF- Maine Association of Agricultural Fairs
Medical Reserve Corps
Nazarene Disaster Response
NERT- National Emergency Response Team
PALS (Patient Airlift Service)
Presbyterian Disaster Assistance
The Salvation Army of Northern New England
Senior's Plus- Meals on Wheels
New England Southern Baptist Disaster Relief
Southern Maine Community Organizations Active in Disaster
Spectrum Generations- Meals on Wheels
United Church of Christ, Maine Conference Disaster
United Way of Androscoggin County
United Way of Aroostook County
United Way of Southern Maine
United Way of Mid-Coast Maine
World Renew
York County Shelter Programs

ACAP-Aroostook County Action Program
All Hands and Hearts
American Red Cross Northern New England
Aroostook Job Corps
Billy Graham Evangelistic- Rapid Response Team
Catholic Charities USA of Maine
Church World Service
Civil Air Patrol Sanford Composite Squadron
Eastern Area of Aging- Meals on Wheels
Episcopal Relief and Development
Feeding America
Habitat for Humanity- Maine
Kennebec Valley Humane Society: Pet Haven Lane
Lutheran Disaster Response
Maine Masonic: Civil War Library & Museum
Mennonite Disaster Service
NECHAMA- Jewish response to disaster
Operation BBQ Relief
Penobscot Job Corps
Propelling the Gospel
Samaritan's Purse
Society of Saint Vincent de Paul
Southern Maine Agency on Aging- Meals on Wheels

Team Rubicon
United Methodist- New England Conference
& UMCOR Response Team
United Way of Eastern Maine
United Way of Kennebec Valley
United Way of Tri-Valley Area
York County Animal Response Team



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PARTNERS

State Agencies

Maine Emergency Management Agency (MEMA)

Maine Center for Disease Control and Prevention

Maine Department of Health and Human Services

Maine Department of Agriculture, Conservation, and Forestry

Volunteer Maine

County Emergency Management Agencies

Androscoggin County EMA

Aroostook County EMA

Cumberland County EMA

Franklin County EMA

Hancock County EMA

Kennebec County EMA

Knox County EMA

Lincoln County EMA

Oxford County EMA

Penobscot County EMA

Piscataquis EMA

Sagadahoc County EMA

Somerset County EMA

Waldo County EMA

Washington County EMA

York County EMA

Federal Partners

John Stewart Region 1 FEMA VAL

Katie Brayshaw Region 1 FEMA VAL

James Segerson, FEMA Region 1 I/A



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Bylaws

Name

The name of this organization shall be Maine Voluntary Organizations Active in Disasters (ME VOAD).

Article 2 Authorities ME VOAD is a 501(C)-3 corporation in accordance with 26 U.S.C. § 501 and MRSA 13-B §403.

Article 3 Purpose

The purpose of the ME VOAD is to foster more effective state disaster response among the ME VOAD and other partners through coordination, communication, collaboration, cooperation, convening mechanisms, outreach, and advocacy.

Article 4 Correspondence

General– The ME VOAD mailing address will be the address of the secretary. The office address and contact information will be posted on the ME VOAD website at www.mevoad.org and in email format to each member of the organization. When a new secretary is elected to office, it will be her/his responsibility to make immediate arrangements for a change of address so that communications are kept current.

Financial– The treasurer will maintain a mailing address for financial communications. This may be her/his office address or home address. All bank statements will be sent to the ME VOAD in care of the designated address and this information will be posted on the ME VOAD website. When a new treasurer is elected to office, it will be her/his responsibility to make immediate arrangements for a change of address so that business operations and communications are kept current.

Article 5 Operational Year

The operational year is from January 1 through December 31.

Article 6 Membership

The ME VOAD is an umbrella organization comprised of various organizations, members, and partners. Each member organization maintains its own identity and independence yet pledges to work cooperatively with other member organizations to improve disaster and emergency services



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and to eliminate unnecessary service duplication. Member organizations must identify a primary and alternate point of contact.

There are two levels of membership, Voting Members and Nonvoting Members.

A. Voting Member—Organizations which meet any of the following criteria:

1. Organizations that hold a current membership to National VOAD (NVOAD)
2. Organizations with voluntary memberships and constituencies, which are not-for-profit, and qualified under the IRS Code 501(c)(3)
3. Private, for profit or nonprofit organizations with a disaster response program and policy for the commitment of resources to meet the needs of people affected by disaster without discrimination. Organizations with the capacity or interest in responding to disasters on a statewide, regional, or local level.

B. Nonvoting Members—Government agencies and organizations (federal, state, local, tribal, or county)

Changes to Membership

An organization can become a member by: A. The Board will present the organization to the full membership for a vote. The organization must be approved by a simple majority.

An organization's membership may be terminated by:

A. ME VOAD member organizations may voluntarily withdraw by submission of a letter of separation to the Board of Directors.

B. Consistent failure to meet the conditions and responsibilities of membership (see Membership Policy) as reviewed by the Board of Directors and approved by a simple majority of present voting membership.

Article 7 Committees

The Board of Directors, may, from time to time and for terms as they see fit, establish committees as necessary for the smooth functioning of the organization. Committees will report to the Board of Directors.



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Article 8 Meetings

All ME VOAD meetings shall follow Roberts Rules of Order and are open to the entire membership.

A. Business Meetings

1. Business meetings occur quarterly as scheduled by the ME VOAD at the Annual Meeting.
2. Written notice, including a meeting agenda, shall be sent to all members at least 14 days in advance of the meeting.
3. Meetings will be accessible to those who cannot attend in person through a conference call line and/or computer technology. Call-in information will be included in meeting notifications that are sent out prior to the meeting.
4. A Voting Member represents and votes for her/his organization at business meetings. Other representatives from the same organization may speak when recognized by the President or her/his designee presiding over the meeting.

B. Annual Meeting

1. The annual meeting of the entire ME VOAD membership shall be held in November. At the annual meeting a Board of Directors will be elected, and other regular business may be transacted as needed.

C. Board Meetings

1. Board Meetings may be called at any time by the co-chairs, Board of Directors, or by written request of a simple majority of the membership.
2. Written notice, including a meeting agenda, shall be sent to all members at least seven (7) days in advance of the meeting.
3. Meetings are open to the entire membership.

D. Special Meetings



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1. Special Meetings may be called at any time by the co-chairs, Board of Directors, or at the written request of a simple majority of the membership.
2. A notice announcing the Special Meeting must be sent to all members as early as possible.
3. For confidential/personnel matters that require Board review or action, the Chair will move to enter an executive session and the meeting at hand will be paused until the Board exits executive session. No action can be taken while in executive session and must be delayed until the open session has resumed.

E. Committee Meetings

1. Committee Meetings may be called at any time by the co-chairs, Board of Directors, or by written request of a simple majority of the membership.

Article 9 Board of Directors

A. Membership

1. The Board of Directors shall be made up of ME VOAD Officers, and three (3) At-large directors elected by the full membership at the Annual Meeting. The Board of Directors shall agree to the Conflict-of-Interest Policy. At-large directors will be elected from Voting Members. The Board of Directors may establish annual dues for member organizations. Annual Dues will be confirmed at the Annual meeting but will not go into effect until July 1 of the next calendar year. The Board of Directors reserves the right to waive dues when financial circumstances require such action.

B. Officers –The ME VOAD officer structure shall be two (2) co-chairs, a secretary, and a treasurer. All officers must be a representative of a voting organization in good standing.

1. Co-Chairs (President and Vice President)

Function: Two (2) chairpersons will be elected to this office to serve time staggered terms (Please refer to Term of Service). One co-chair will represent the Northern Region of Maine and one representing the Southern Region of Maine will be chosen when

possible. ME VOAD will assign one of the two co-chairs to act as Maine representative to the National VOAD with the other acting as alternate.



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Function: Preside over meetings, act as spokesperson, and represent ME VOAD, delegate tasks as pertains to ME VOAD business, convene meetings, provide leadership, serve as the primary point of contact for all ME VOAD interactions, and lead new member orientation.

2. Secretary

Function: Maintain organizational records, make timely notifications for all regular and special meetings, keep minutes of all meetings including conference calls, regular and special meetings, track attendance, track elected or appointed officer terms of service, and serve as the webmaster.

3. Treasurer

Function: Receive and disperse funds, draft, and present annual budget, maintain clean, auditable records, track dues payments, and file state and federal filings. The treasurer is responsible for providing a report of all ME VOAD financial activities at every Business Meeting and Special Meetings as requested.

C. At-large Directors 1. A Member at Large is an officer whose duties and responsibilities are not fixed but instead vary according to the needs of the association and as directed by the other officers of the board.

D. Term of Office

1. The term for each Board of Director shall be two (2) years with a maximum of two (2) consecutive terms.

2. To ensure continuity of operations the President, Secretary, and two At-large directors shall be voted on in years ending with an even number. The Vice President, Treasurer, and one At-large director shall be voted on in years ending with an odd number.

3. In the event of an officer vacancy, the Board shall appoint an interim officer who serves for the remainder of the term.

E. Removal from Office—A Board of Director may be dismissed by:

1. A director may voluntarily withdraw by submission of a letter of separation to the Board of Directors.

2. A director is no longer affiliated with their member organization.



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3. Consistent failure to meet the conditions and responsibilities of directorship (see Maine VOAD Executive Officer Position Descriptions, Responsibilities, Qualifications Policy) as reviewed by the Board of Directors and approved by a simple majority of present voting membership.

Article 10 Voting

- A. Each Voting Member organization is entitled to one vote.
- B. Voting by proxy shall not be permitted.
- C. All voting except as otherwise provided for in these bylaws shall pass by a simple majority vote.
- D. In the event of a tie, the vote shall not pass. The proposal may be reintroduced at a future meeting.
- E. All votes (formal or consensus reached) shall be recorded in the meeting minutes.
- F. All votes shall be conducted through a roll-call vote.
- G. An individual may represent more than one organization however an individual has one vote regardless of the number of organizations s/he may represent. The second organization may have an alternate representative who votes on behalf of the organization.
- H. A simple majority of the voting membership in attendance, either by conference calls or in person, will constitute a quorum.

Article 10 Dissolution

- A. To dissolve the ME VOAD, a written resolution must be brought before the Board of Directors for approval.
- B. If the resolution is approved, it then must carry a two-thirds majority vote from the voting membership present at a duly called meeting.
- C. Co-chairs must notify Maine Emergency Management Agency and National VOAD of the dissolution.



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D. This resolution will include a payment plan for any debts, a dispersal plan for any remaining funds and assets, and named Board Members and/or Officers appointed to implement the dissolution plans.

E. The funds and assets must be dispersed per State and Federal Income Tax codes of the current year under section 501(c)(3).

Article 11 Amendments

A. Amendments to these bylaws may be made by a simple majority vote of members present.

B. Amendments must be moved and seconded during a properly noticed Business or Special Meeting to be voted on at the following Business Meeting.

Adopted: August 10, 2022



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Conflict-of-Interest Policy

Philanthropic organizations such as Maine VOAD have a responsibility to conduct themselves in accordance with the highest principles to maintain the public's trust and to fulfill the mandate of their non-profit, tax-exempt status accorded by the U.S. government.

Furthermore, the degree of trust of Maine VOAD constituents, donors, volunteers, and other supporters is vital to the well-being of the organization. Any conflict of interest, or merely the appearance or suggestion of conflict can damage an organization's reputation and ability to carry out its mission.

Therefore, all those individuals having a relationship with Maine VOAD (board director, committee and/or working group member, employee, member, and consultant) shall disclose any possible or potential conflict of interest. Since the board of directors has ultimate fiduciary responsibility for the organization it is imperative that the governing policies and practices pass the highest form of scrutiny in the public forum.

This Conflict-of-Interest Policy is designed for Maine VOAD Board of Directors as well as its committee and working group members, employees, and consultants, to help ensure the public's trust by avoiding and/or managing/minimizing conflicts that may present themselves in the daily organizational life of Maine VOAD.

Each director, volunteer, employee, or consultant shall exercise an unbending Duty of Loyalty to exercise their powers in the sole interest of Maine VOAD and not in their own interest or the interest of another entity or person and a **Duty of Care** to participate in the decisions of the board and to be informed as to the data relevant to such decisions. To this end, each director, volunteer, employee, or consultant shall:

1. Avoid any material conflict of interest that may be perceived as creating a potential conflict between the interests of Maine VOAD and the interests of the entity in question. (This includes but is not limited to employment, significant equity ownership--more than 10% of the equity in such company or concern and /or more than 5% of the net worth of the individual -- and/or activity which involves obligations to private or public entities that may compete with or be in conflict with the interests of Maine VOAD.)
2. Exercise the utmost good faith, strict rule of honesty, best care, skill, and judgement in all transactions relating to his/her duties to Maine VOAD.
3. Not use his/her position, or knowledge gained therefrom, in such a manner that a conflict might arise between the interest of Maine VOAD she/he personal interest.
4. Immediately disclose any potential conflict of interest. (If unsure as to whether a certain transaction, activity, or relationship, constitutes a conflict of interest, bring it to the attention of the Co-Chairs and/or Board of Directors.



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5. Place the interest of Maine VOAD foremost in any dealings involving Maine VOAD and
6. Avoid directly or indirectly participating in any discussion, decision, arrangement, investment, vote, or other activity that constitutes a conflict of interest or potential conflict of interest, or that could result in personal benefit to him/herself or others with whom s/he is associated, however, this prohibition does not prohibit any director, volunteer, employee, or consultant from availing him/herself (or member of his/her immediate family) of a healthcare treatment or provider in the same manner, cost, and availability as to the general public.
7. Not accept any favor that may be perceived to potentially influence his/her official act or that might reflect upon his/her business conduct.
8. 8. Not conduct personal business with Maine VOAD, nor use VOAD assets or labor for personal use, nor develop a relationship with employees of Maine VOAD that may interfere with the exercise of impartial judgment in decisions affecting Maine VOAD.
9. 9. Not obtain economic benefit for him/herself, his/her relatives, or friends from his/her association with Maine VOAD.
10. Offer his/her resignation if her/his status changes so they can no longer comply with the requirements of this policy.

Procedures

1. All prospective Board members and current board members seeking a second term will be asked to complete a Conflict-of-Interest disclosure form for review by the **Board Development Committee** prior to developing the nominations slate.
2. The disclosure form will be updated at the first board meeting of the calendar year and updated whenever any relevant change occurs in the director's or member's situation.
3. Copies of the disclosure forms will be shared with mem members of the Board of Directors upon request.
4. Any possible conflict of interest shall be disclosed to the Board of Directors in advance of any discussion or action by the board. (Directors should err on the side of prudence and declare actual as well as potential conflicts if in doubt as to the relationship or interest.)
5. The minutes of meetings will reflect any disclosures of conflicts of interest.



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6. The **Board Development Committee** shall have the authority to administer and enforce all aspects of the Conflict-of-Interest Policy. In the absence of resolution of actual or potential conflicts of interest, the committee may refer the matter to the Board of Directors.

7. Decisions made by the **Board Development Committee** may be appealed to the Board of Directors, in writing within thirty (30) days of the committee's decision.

Board Development Committee Description

The Board of Directors appoints the Board Development Committee to provide accountability and support to ensure fiduciary responsibility and avoid Conflicts of Interest. The Board Development Committee shall consist of three members, one of who shall be a member of the Board of Directors. The primary task of the committee is to ensure that the Conflict-of-Interest Policy is strictly enforced. Tasks include member application review and Conflict of Interest disclosures. The Maine Co-Chairs may direct the Board Development Committee to initiate activities such as recruiting board members and fundraising efforts on behalf of the organization consistent with the non-profit Conflict of Interest acceptable practices.



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Conflict of Interest Disclosure Form

Note: A potential or actual conflict of interest exists when commitments and obligations are likely to be compromised by the nominator (s) other material interests, or relationships (especially economic), particularly if those interests or commitments are not disclosed.

This Conflict of Interest Form should indicate whether nominator (s) has an economic interest in, or acts as an officer or a director of, any outside entity whose financial interests would reasonably appear to be affected by the addition of any nominated condition to the newborn screening panel. The nominator (s) should also disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest. Relevant Federal and organizationally established regulations and guidelines in financial conflicts must be abided by. Individuals with a conflict of interest should refrain from nominating a condition for screening

Date: _____

Name: _____

Position: _____

Please describe below any relationships, transactions, positions you should hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

I have no conflict of interest to report.

I have the following conflict of interest to report (please specify other non-profits and for-profit boards you (and you spouse) sit on, any for profit businesses for which you or an immediate family member are an officer or directors, or majority shareholder, and the name of your employer and any business you or a family own:

1. _____

2. _____

3. _____

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature: _____

Date: _____



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CAPABILITIES

(Subject to Availability)

Clean-up Damage Assessment	Communications
Community Needs Assessment	Care for Caregiver
Childcare	Crisis Counseling
Disaster Casework	Dental Care (Disaster Related)
Donations Management	Disaster Mental Healthcare\
Disaster Spiritual Care Provider	Disaster Debris Removal
Disaster Case Management	Emergency Assistance
Emergency Feeding	Family Reunification
Food Services	Sheltering
Shelter Management and Support	Outreach and Information Services
Gutting	Final Cleansing and Sanitizing
Language Interpreter Services	Muck Out
Interior Debris/ Contents Removal	Long-Term Recovery Group
Medical Care	Medication Replacement
Preparedness and Mitigation	Pet Sheltering
Psychological First Aid	Relocation Services
Technology Support	Volunteer Reception Center
Volunteer Housing	Disaster Warehousing



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Disaster Standard Operating Procedures

Maine Voluntary Organizations Active in Disaster

Maine Voluntary Organizations Active in Disaster Standard Operating Guide

August 2022



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BACKGROUND

Maine has experienced a variety of disasters and public health emergencies in recent years. Some received a federal declaration, while most did not. Voluntary agencies are usually the leader in providing front-line immediate and long-term recovery assistance to those affected regardless of declaration status. Government organizations usually play substantial roles in the response and recovery efforts but are sometimes resource limited, especially without a federal disaster declaration. The community response begins immediately following the disaster impacting the community. To be most efficient, the near-term and long-term response should be coordinated.

Maine Emergency Management Agency (MEMA) serves member organizations through communication, cooperation, coordination, education, leadership development, mitigation, convening mechanisms, and outreach. Maine Voluntary Organizations Active in Disaster (MEVOAD) is a supporting collaborative, not a direct response organization. It is through its commitment as a convening mechanism that MEMA can have a positive impact on the community response efforts. It is under the obligation of that commitment that we create this standard operating guide.

Maine Emergency Management Agency recognizes the value of voluntary agencies and has appointed a liaison (I/A Officer) to support volunteer agency efforts.

MEMA understands that each member agency possesses certain program areas of expertise targeted at different phases of the response and recovery process. No member agency has consistent strength or presence in every community or county within the state. For many, the level of response in any particular geographical area is greatly influenced by the performance of their local affiliates; many of which are somewhat autonomous from the parent organization. Our intent is to get agencies with the desire and resources to act matched with community needs.

PURPOSE

The purpose of this Standard Operating Guide is to provide guidance regarding the operations of the Maine Voluntary Organizations Active in Disaster (MEVOAD) during multiple phases of emergency management.

SCOPE

This Standard Operating Guide is applicable to MEVOAD and other personnel with roles which support MEVOAD. The primary objective of this Standard Operating Guide is the generation of timely, accurate and detailed information on the status of damage to households and businesses, impact to community, and coordination of identified needs

CONCEPT OF OPERATIONS

The concept of this Standard Operating Guide is that defined responsibilities and uniform procedures will initiate prior planning, facilitate training, and provide functional field processes and procedures, essential in achieving goals and objectives.



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Notifications

1. MEMA will notify MEVOAD leadership when an area of the state is threatened or has been impacted by a Natural or Human Caused Disaster or Public Health Emergency event that may have the potential need for MEVOAD resources and will continue to provide situation updates.
2. MEVOAD leadership will notify all MEVOAD agencies of the situation electronically and will continue to provide situation updates as needed.
3. MEVOAD will notify MEMA about specific activities and needs through the MEMA I/A Officer.
4. MEVOAD leadership will be notified by MEMA when a representative is to report in-person or remotely to the State Emergency Operations Center (SEOC) if needed.
5. MEVOAD will notify liaisons to report in-person or remotely to the State Emergency Operations Center (SEOC) as requested.
6. MEVOAD leadership will notify members of any conference calls or in-person or remote meetings during disaster and non-disaster times.

Direction and Control

1. During non-disaster times activities of MEVOAD will be coordinated by MEVOAD leadership with member organizations.
2. During times of disaster MEVOAD will coordinate with MEMA regarding deployment in person or remotely to the SEOC, to the disaster site or consistent with the practices and principles of the Incident Command System (ICS).
3. MEVOAD leadership will coordinate disaster needs with MEMA and other MEVOAD member organizations through the State Emergency Operations Center (SEOC).
4. MEVOAD will assign a qualified member to serve as a Division or Group Supervisor to provide on scene supervision of MEVOAD operations and resources. (The supervisor will work check in with the on-scene Incident Commander or Operations, Planning or Logistics Chief for assignment.)

DUTIES AND RESPONSIBILITIES

MEVOAD plays an active role in multiple phases of emergency management.

Preparedness

1. Educate citizens on disaster preparedness and voluntary organizations active in disasters resources.
2. Support the formation and sustainability of local or regional VOADs within the state.



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3. Train and exercise with local, state, and federal partners to ensure readiness for disaster response.
4. Collect contact information on community organizations and agencies.
5. Assist in identifying voluntary agencies to aid in mass care activities including mobile feeding, shelter staffing, food preparation, and bulk supply transportation.

Response

1. Upon contact by MEMA or through contact with MEMA activate MEVOAD response and initial call or meeting if scale of disaster warrants.
2. Coordinate response activities with voluntary organizations active in disaster.
3. Provide representation to the SEOC or virtually as available and requested.
4. Conduct ongoing coordination to meet community and victim/survivor needs.

Recovery

1. Coordinate available voluntary agency disaster assistance to work to meet community needs and the needs of disaster victims/survivors as disaster warrants.
2. Assist long-term recovery committees as needed.
3. Assist in compiling volunteer hours from member agencies which may be used to offset state and local cost-share under the FEMA PA Programs

ORGANIZING GUIDELINES

The time frames stated are maximum limits. If tasks can be accomplished sooner, it is preferred. Any member agency learning of a situation creating substantial community needs should contact the Maine Emergency Management Agency or MEVOAD Co-Chairs. Since the impact on a community varies greatly as influenced by the community's preparedness level and type, size, and scope of the disaster there is no minimum impact required or threshold for activation of MEVOAD.

Initial Actions: First 24 Hours

Conference Call

Within 24 hours of a disaster's occurrence where MEVOAD support may be needed, a conference call will be held to assess the situation. A notification will be sent out by the MEVOAD secretary or Co-Chairs with conference call details.

Those on the conference call should include:

- Executive Committee of MEVOAD
- MEMA liaison



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- FEMA VAL
- Local VOAD or COAD Chair or designee (if one exists in the affected area)
- Representatives of voluntary agencies

The call should address the following topics:

- Identify affected communities
- Impact on the community
- Status of the response
- Needs (Immediate and other known needs)
- Detail most pressing needs and prioritize

48 Hours

Within 48 hours of a large-scale disaster's occurrence, a meeting will be held in the affected area to coordinate response. If a meeting is deemed not necessary by leadership, a second conference call may be held. A notification will be sent out by the MEVOAD secretary or Co-Chair with meeting or conference call details.

The meeting/call should address the following topics:

- Determine what organizations and agencies are involved in the response (if still occurring).
- Identify organizations and agencies involved in the recovery.
- Identify existence (if applicable) and contacts for local Long-Term Recovery Committee.
- Work with County representative to identify lead agency for long term recovery.
- Situational Updates/Updates of resources being provided.
- Discussion of community needs and gaps in victim/survivor services and identification of methods to fill gaps.
- Identify additional participants that may be needed.
- Work with Local, County, and State and Local representatives to coordinate Emergency Operations Centers resource needs.
- Work with Local, County, and State EMA representatives to identify State Emergency Operations Center (SEOC) Liaisons.
- Identify next meeting/call time, date, location.

Multi-Agency Resource Center

It is important that a Multi-Agency Resource Center be opened in a timely manner in areas impacted by disaster. This facility can serve as a location for individuals to seek resources and replace documents lost in disaster events (such as driver's license, etc.).

A Multi-Agency Resource Center is a place where community agencies and other helping agencies join to help those devastated by a disaster. This site is a one-stop shop for disaster survivors to seek assistance and resources. Additionally, this site can provide referrals for additional services, a place to meet and gain information, a site for spiritual and emotional care services, and other needed services and support.



MAINE VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTERS

Some communities and counties may have addressed the establishment of a Multi-Agency Resource Center in their planning process. MEVOAD can provide leadership and support throughout this process before, during, and after a disaster.

Through coordination with individuals identified by Local and County Emergency Management to serve as representatives for long-term recovery the following actions should occur in the establishment of a Multi-Agency Resource Center:

1. Identify location

- Consider amount of space needed for anticipated clients and organizations/agencies involved.
- Identify a location that can establish and support flexible hours.
- Identify a location that is accessible.
- Identify a location that is logistically suitable-

2. Internet/Phone access

- Restrooms
- Meets space requirements
- Has access to chairs/tables
- Identify who will assume liability
- Complete a facility agreement with facility owners
- Hold initial planning meeting for partners

3. Discuss

- Opening Date
- Times
- Organization/Agency Needs
- Publish opening date and operation times

4. Post signs and announcement information

- a. Ensure that you meet language needs

Operate the Multi-Agency Resource Center to meet the needs of the impacted community. It is important to continually assess the needs of this changing situation. The Multi-Agency Resource Center can be closed when client needs are fulfilled as best as possible. The closing of the Multi-Agency Resources center will need to be coordinated with the local leadership and publicized in a timely manner to the community.



MAINE VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTERS

MEMBERSHIP APPLICATION

(Please Complete the form to apply to be a member)

Organization Name:

Parent Organization:

Is your organization a registered 501c3?

Yes

No

Primary Point of Contact:

Name:

Address:

Phone:

Email:

Website:

Membership Types

Voting Member—Organizations which meet any of the following criteria:

1. Organizations that hold a current membership to National VOAD (NVOAD)
2. Organizations with voluntary memberships and constituencies, which are not-for-profit, and qualified under the IRS Code 501(c)(3)
3. Private or nonprofit organizations with a disaster response program and policy for the commitment of resources to meet the needs of people affected by disaster without discrimination. Organizations with the capacity or interest in responding to disasters on a statewide, regional, or local level.



MAINE VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTERS

Nonvoting Members—Government agencies and organizations (federal, state, local, tribal, or county)

Please Select One:

Voting Member

Non-Voting Member

DISASTER SERVICE OVERVIEW

What is your organizations Mission?

Which services do you offer? (Select All That Apply)

- | | |
|--|--|
| <input type="checkbox"/> Clean Up Assessment | <input type="checkbox"/> Exterior Debris Removal |
| <input type="checkbox"/> Interior Debris/Contents Removal | <input type="checkbox"/> Muck Out |
| <input type="checkbox"/> Gutting | <input type="checkbox"/> Final Cleaning and Sanitizing |
| <input type="checkbox"/> Communications | <input type="checkbox"/> Radio Communications |
| <input type="checkbox"/> Technology Support | <input type="checkbox"/> Community Assessment of Unmet Needs |
| <input type="checkbox"/> Disaster Casework | <input type="checkbox"/> Disaster Case Management |
| <input type="checkbox"/> Care for Caregiver | <input type="checkbox"/> Crisis Counseling |
| <input type="checkbox"/> Disaster Mental Health | <input type="checkbox"/> Disaster Spiritual Care Providers |
| <input type="checkbox"/> Psychological First Aid | <input type="checkbox"/> Donations Management |
| <input type="checkbox"/> Emergency Assistance | <input type="checkbox"/> Child Care |
| <input type="checkbox"/> Relocation Services | <input type="checkbox"/> Medical Care |
| <input type="checkbox"/> Dental Care | <input type="checkbox"/> Medication Replacement |
| <input type="checkbox"/> Long-Term Recovery Group | <input type="checkbox"/> Shelter Management |
| <input type="checkbox"/> Shelter Support | <input type="checkbox"/> Emergency Feeding |
| <input type="checkbox"/> Food Services and Support | <input type="checkbox"/> Family Reunification Services |
| <input type="checkbox"/> Portable Shower Units | <input type="checkbox"/> Portable Laundry Units |
| <input type="checkbox"/> Information Services | <input type="checkbox"/> Preparedness/Mitigation |
| <input type="checkbox"/> Pet Care/Sheltering | <input type="checkbox"/> Construction Management |
| <input type="checkbox"/> Damage and Construction Estimates | <input type="checkbox"/> Build/Rebuild Services |
| <input type="checkbox"/> Volunteer Reception Center Management | <input type="checkbox"/> Affiliated Volunteers |
| <input type="checkbox"/> Unaffiliated Volunteer Management | <input type="checkbox"/> Volunteer Housing |



MAINE VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTERS

Which Maine counties do you serve? (Please Select That Apply)

- All
 Aroostook County Androscoggin County Cumberland County Franklin County
 Hancock County Kennebec County Knox County Lincoln County
 Oxford County Penobscot County Piscataquis County Sagadahoc County
 Somerset County Waldo County Washington County York County

Consent

All member organizations are entitled and encouraged to have more than one representative participating in meetings, committees, and other activities. Membership specific items will only be addressed to the Primary Point of Contact. Only Voting Members are permitted to vote on Maine VOAD business items. Voting member organization receive only one vote regardless of how many representatives participate in VOAD Activities. All members are subject to the Conflict-of-Interest Policy of Maine VOAD. Membership dues are payable on July 1 of each year. All applications to the Maine VOAD are subject to review and approval of the Maine VOAD membership.

Name of Representative Submitting this Application:

Printed Name:

Phone:

Email:

Signature: _____ Date: _____

Submit Signed Application to Maine VOAD by Email: mevoad@nvoad.org

For Maine VOAD Office Use

Date Application Received:

Date Application Presented to Membership:

Membership Status: