



Case Management

Function Lead Responsibilities

GENERAL PLANNING/PREPAREDNESS

- Create a plan for your function operation during disaster (This will be incorporated into the MoCOAD Action Plan).
- Brainstorm a list of community partners/resources that could be of support to your function. (Think about the needs of your function during disaster and recovery. Use the Circle of Resources handout in your packet.)
- Make a list of potential resources and partners to contact.
- Coordinate in-person meetings with these potential resources (e.g. Decision-making staff, CEO, director, program coordinator) to invite them to participate as resources for your function. (See MoCOAD talking points and information in packet.)
- Complete a Resource Registry Form for each partner/resource (online at www.monroecountycoad.org or extras included in packet).
- Draft and sign an MOU (memorandum of understanding) with each partner/resource (see sample MOU in packet).
- Submit completed Resource Registry forms and MOU's to MoCOAD secretary for inclusion in MoCOAD central Resource Registry.
- Update partner/resource contact information at least annually.

FUNCTION ACTIVITIES

- Coordinates the assembly of case management resources, training, and personnel.
- Coordinates training and education for all case managers (UMCOR or equivalent).
- Maintains regular communication with Case Management resource contacts and volunteers (email, phone or in person meetings – whatever works best for your partner/resources).
- Participates in Long Term Recovery Unmet Needs committee during disaster recovery – assigning case workers to survivors as early in the recovery as possible.
- Works with case workers to assess the needs of each survivor and develop a Recovery Plan with that survivor.

OTHER GOALS / NOTES:



Communications

Function Lead Responsibilities

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FUNCTION ACTIVITIES

- Coordinates communications among MoCOAD Members and between its Members and the citizens of Monroe County.
- Between disasters, is responsible for keeping MoCOAD in the minds of the citizens of Monroe County by publishing news about MoCOAD activities and by publishing useful information about mitigation and preparedness in coordination with the MoCOAD vice chairperson.
- During and after a disaster, acts as a central clearinghouse for information, routinely updating the member agencies with factual information, and providing validated recovery information to the various media outlets in the county.
- Develops and maintains a community communication procedure to be used in times of large-scale disaster including draft communications (PSA's, etc.)
- Attends community meetings during times of disaster recovery.
- Acts as a contact for INVOAD and attends bi-monthly conference calls.

OTHER GOALS / NOTES:



Donations Management (In-Kind)

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FUNCTION ACTIVITIES

- Solicits, receives, acknowledges, accounts for, and distributes donations of materials for the response and recovery stages of a disaster.
- Creates and implements policies to govern what kinds of donations will be accepted, how these donations will be distributed, and how donations which are not needed will be handled.
- Prepares for storage/warehousing of donations.
- Coordinates with the Volunteer Reception Center to request volunteers.
- Coordinates with the Communications function lead to inform of donations requests.
- Connects with donation partners/resources to solicit material needs.

OTHER GOALS / NOTES:



Donations Management (Financial)

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FUNCTION ACTIVITIES

- Solicits, receives, acknowledges, accounts for, and distributes donations of funds for the response and recovery stages of a disaster.
- Responsible for recruiting a fiscal agent and shall, with the concurrence of the Executive Board, execute all agreements necessary to ensure the availability of the services of the MoCOAD fiscal agent after a disaster.
- Creates rules and procedures (accounting practices) to ensure an effective relationship between the MoCOAD and the fiscal agent.
- Makes a plan for staff resources for donations management (if needed).
- Identifies potential financial donors.

OTHER GOALS / NOTES:



Spiritual/Emotional Care

Function Lead Responsibilities

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FUNCTION ACTIVITIES

- Recruits trained care providers and coordinates the delivery of this care to survivors of the disaster and to other caregivers during recovery.
- Prepares/gathers printed materials to train/orient volunteers.

OTHER GOALS / NOTES:



Volunteer Management

Function Lead Responsibilities

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FUNCTION ACTIVITIES

- Provide for sustainability of volunteerism in the community to support both short and long term needs following a disaster.
- Creates a volunteer-friendly environment in Monroe County, and build and maintain relationships with volunteer groups locally, regionally and nationally.
- Develops a consistent crew of lead volunteers for Volunteer Reception Center setup.
- Collects housing resource information for long term volunteers.
- Hosts regular VRC simulations.

OTHER GOALS / NOTES:



Duties of Chairperson

The Chairperson shall:

- Set the agendas and preside at all regular, special, and annual meetings
- Serve, with the Secretary and Communications Coordinator, as primary contacts for INVOAD (Indiana Voluntary Organizations Active in Disaster)
- Serve on all Standing Functions. This role would be primarily one of communication; the Chairperson would not be expected to attend all Standing Function meetings.
- Perform other functions deemed necessary by the Executive Board



Duties of Vice-Chairperson

The Vice-Chairperson shall:

- Preside at meetings in the absence of the Chairperson and act in place of the Chairperson in case of the Chairperson's unavailability or incapacity
- Develop a suggested training regimen for members of MoCOAD
- Serve as Chairperson of the Nominating Committee, when activated
- Perform other functions deemed necessary by the Executive Board



Duties of Secretary

The Secretary shall:

- Record and preserve minutes of all proceedings, send them to the entire membership and present them for approval at the next meeting or through electronic communication
- Ensure that the membership list is current, complete, and available to all members
- Serve as a member of the Communication Function
- Present to the membership any communication addressed to him/her as Secretary of MoCOAD. The format of this communication is to be determined by the Executive Board
- Serve, with the MoCOAD Chairperson and Communications Coordinator, as primary contacts for INVOAD
- At least two weeks prior to the Annual Meeting, notify all Members of the time and place of the meeting, as well as the slate of Officers for election at that meeting
- Perform other functions deemed necessary by the Executive Board

If unable to attend a meeting, the presiding officer shall appoint a temporary secretary for that meeting only.



Duties of Treasurer

The Executive Board shall recommend the United Way of Monroe County to act as fiscal agent for the MoCOAD and for a United Way representative to serve as Treasurer. The Executive Board shall bring this recommendation to the membership for approval. The MoCOAD will not be its own fiscal agent.

The Treasurer shall:

- Keep careful financial records and documentation
- Be responsible for maintaining and reporting on the finances of the MoCOAD
- Coordinate all tasks with the fiscal agent.



MoCOAD Members

Responsibilities

GENERAL PLANNING/PREPAREDNESS

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