

Central Marin Neighborhood Response Group

Advisory Committee

Note: *The role of Advisory Committee, the role of the CMNRG Coordinator, and all activities identified below need to be negotiated with the Central Marin Fire Department (CMFD) which manages the CMNRG Coordinator. The roles and responsibilities should be reconfirmed annually, especially if there is a change of leadership at the CMFD. THE CMFD grants the NRG Advisory Committee its role in working with the CMNRG Coordinator. The following guidelines assume approval and support from the CMFD.*

Purpose of the CMNRG Advisory Committee:

The NRG Advisory Committee was formed to:

- Ensure that the NRG program remains true to its founding principles - as a self-directed, grass roots program created by communities to support a neighbors-helping-neighbors approach with a focus on disaster response and prevention - specifically earthquake and fire.
- Support the CMNRG Coordinator
 - Provide input into annual goals for NRG development
 - The AC Chair and a subset of the Advisory Committee will meet at least twice annually with the Central Marin Fire Department to review performance of the past year and provide input into goals for the CMNRG coordinator for the upcoming year.
 - The AC Chair will also request the CMFD point person, who manages the CMNRG Coordinator, meet annually with the AC to exchange information and ideas related to the expansion and effectiveness of NRG programs.
 - Support the expansion of the NRG program to include all neighborhoods within Corte Madera, Larkspur, Kentfield, and Greenbrae.
 - Advise and provide historical and community perspective on NRG activities
 - Act as a sounding board for the Coordinator on issues and decisions
 - Provide expertise and time to support specific projects (such as website development, personnel recruitment, NRG expansion, FireSAFE Marin collaboration, Block Captain Training, Community Education,) as needed.
- Participate in the hiring of new CMNRG coordinators, as needed. Orient and mentor new CMNRG coordinator
- Serve as ambassadors for the Central Marin NRG program within and beyond these communities.
- Support the continued positive working relationships with other public service organizations such as Central Marin Fire, CERT, VOAD and local town governments.

Advisory Committee Chair - Roles and Responsibilities:

- Serves a one-year, renewable term. Approximate time commitment: 10 hrs/month
- Selected in January, but official term begins on May 1.
 - From January to May, the chair-elect meets with the current chair to learn about CMNRG priorities and prepare to assume responsibilities.
 - Both the incoming and outgoing chairs collaborate on the spring meetings where goals are established for the upcoming year.
 - Note: Central Marin towns and agencies' fiscal year begins on July 1. City and Town budget priorities are established in April-May.
- The Chair oversees the "big picture" of the NRG program development and ongoing activities of the Advisory Committee. The Chair with the Advisory Committee collaborates with and guides the CMNRG Coordinator to achieve the priorities for the CMNRG program that are set annually
- As needed, the Chair, in partnership with the Coordinator, is the point of contact for the Advisory Committee in its working relationships with the CMFD and all other community and town leaders.
- More specific responsibilities are outlined below. These are intended as guidelines to help structure the role. It is assumed that the styles of each Chair, Coordinator, and manager within the CMFD will shape this framework to most effectively achieve NRG goals during their tenures.

Working with the Coordinator and CMFD

- March -Meet with Coordinator to evaluate progress, successes of past year, address any shortfalls or performance concerns.
- March -Meet with CMFD and Coordinator to discuss successes and shortfalls of past year's activities.
- April -Work with Coordinator, with input from Advisory Committee, to clarify goals and budget needs for upcoming year.
- April -Meet with Coordinator and CMFD to align priorities and budget needs for upcoming year and re-affirm the ongoing roles and working relationships among Coordinator, Advisory Committee, and CMFD.
- Ongoing - Meet with Coordinator at regular intervals to track progress and offer support in achieving goals.

With Advisory Committee

- Establish and facilitate monthly meetings with the Advisory Committee, in collaboration with the Coordinator.
- Act as a point person to help coordinate AC activities. Guide and encourage AC individuals and committees to move forward on "focus areas" that are priorities for NRG program development.
 - Oversee the recruitment and orientation of new members of AC, as needed.
 - Establish rotation schedule for secretary of AC. Work with the Coordinator to keep updated.
 - Maintain a "NRG Advisory Committee Notebook" to include copies of minutes for all meetings and updates to any policies or procedures relevant to the AC and NRG program development.

Advisory Committee Chair - Roles and Responsibilities: (cont.)

With town officials and other agencies

- Act as representative of NRG Advisory Council and/or NRG program in meetings with town and local officials. Participation in additional meetings is at the discretion of the Chair, but some interface with CERT and Twin Cities disaster planning groups and officials is recommended.
- Keep AC informed of town, state, or other agency activities that are relevant to the CMNRG program.

In the event that the Coordinator resigns, the AC Chairperson is asked to:

- Work with CMFD to ensure there is budget support for at least 2 weeks of overlap between departing Coordinator and incoming Coordinator so new Coordinator can be appropriately oriented to position.
- Meet with departing Coordinator to:
 - Get updated on all activities
 - Obtain important documents
 - Conduct exit interviews to learn from the experience and help improve NRG program.
- Negotiate hiring criteria and update job description with CMFD, assuming CMFD is open to AC participation.
- Work closely with CMFD to recruit and hire a new CMNRG Coordinator. Recommend that the AC participates on the hiring committee.
- Design and manage orientation of new Coordinator using experience and talents of multiple AC members.

Recording Secretary - Role and Responsibilities

- This position is rotated monthly among AC members.
- Rotation schedule is set in May by the AC Chair. AC members are given the option to choose months and may switch with each other as needed. If people do not choose, they are assigned by the Chair. Schedule will be sent to all AC members and posted on the CMNRG website.
- Secretary will take minutes during the monthly AC meeting using a standardized template and submit minutes to the CMNRG Coordinator for review **within 48 hrs.**
- Coordinator will edit and send minutes to all AC members and post them on the CMNRG website.

Committee Members - Roles and Responsibilities

- The AC currently meets monthly for 90 minutes. All members are expected to prepare for and participate in these meetings.
- Members are also asked to participate in at least one project during the course of a year. That project might take an additional 40 hours of time (3-4 hrs/month). It could be a one-time event or an ongoing project spread out over the year.
- Act as Recording Secretary of one AC meeting per year, using a standardized reporting form

Recommended Criteria for new AC Members:

- Leadership or active experience in an NRG
- Demonstrated enthusiasm/commitment to the goals of the program
- Dispersed representation from all 4 towns and different NRG's
- Expertise or experience related to current issues that the CMNRG is facing - such as collaboration with CERT, FireSAFE Marin/FireWise, website development, community education etc.
- Enthusiasm for joining the CMNRG AC and giving the time to our mission
- We welcome everyone and young family experience is viewed as a plus!

Proposed Process for adding new AC members:

- Solicit feedback and approval from the AC for the above goals and criteria.
- Gain AC approval to add new members.
- The Governance Committee to develop a list of prospective new members.
 - That list will be shared with AC who can add to the list or offer concerns about any members on the list. Concerns will be offered to the Chair in private to avoid unnecessary personal conversations in the context of larger meetings. Likewise, AC members are invited to speak favorably about particular candidates.
- Based on AC feedback, the Governance Committee will decide who will be approached and how to approach them most effectively.
 - The Governance Team member will explain the role of the AC and membership expectations as outlined above to all invited new members.
 - The Governance Team will also alert AC as to who will be joining and provide a brief background to AC so that we can welcome new members and incorporate them effectively
- New members may be invited to attend an Advisory Committee meeting as guests prior to committing to join.
- New members can be invited to join at any time, as long as the AC has approved the addition of a new member.