



FEMA Youth Preparedness Council Member Roles and Responsibilities

Being a Youth Preparedness Council Member

The Federal Emergency Management Agency (FEMA) Youth Preparedness Council is a unique opportunity for youth leaders to serve on a highly distinguished national council; to complete self-selected youth preparedness projects; to voice their opinions, experiences, ideas, solutions, and questions on youth disaster preparedness with the leadership of FEMA and national organizations working on youth preparedness; and to participate in the Youth Preparedness Council Summit. Being selected to serve on the FEMA Youth Preparedness Council is an honor but it is also a significant responsibility that requires dedication and time-management skills.

Council's Roles

Youth Preparedness Council members fill three (3) roles while on the Council:

- **Project planners:** The cornerstone of Council members' service is the self-selected local projects they are required to complete in their first year, and group projects in collaboration with other Council members in their second year.
- **Ambassadors for youth preparedness:** Council members spread the word about the importance of youth preparedness in their local communities and on a national scale.
- **Liaison to FEMA on the youth perspective:** The members of the Council have a fantastic opportunity to meet with FEMA and its partner organizations to share their insights, opinions, and unique perspective on FEMA's (and others') efforts and initiatives.

Based on Council members' performance in the first year, one Council member will be selected to serve as the Council Chairperson, and one member will be selected to serve as the Vice Chairperson during their second year.

Council Member Terms

Youth Preparedness Council members are expected to serve for two (2) years on the Council. Each Council year begins in July with the Youth Preparedness Council Summit. In his or her first year, each Council member is expected to complete at least one (1) self-selected youth preparedness-related project in his or her community or region. In his or her second year, each Council member is expected to complete at least (1) national level youth preparedness-related project in collaboration with other second year Council members. In addition to the national project, Council members are expected to serve as mentors to guide new, first year Council members in their projects and activities. If members have not completed the mandatory requirements during their first year, FEMA may excuse the member from participating in a second year.



Council's Engagement

There are five (5) key ways Council members fulfill their roles. FEMA's expectation is that Council members will actively implement and pursue these types of engagement. The Council Chairperson is responsible for ensuring that the Council as a whole conducts a full complement of these types of engagement.

- **Projects:** Council members establish preparedness programs in their schools or communities and implement a national level project.
- **Partnerships:** Council members will work with both local and national organizations and partners to complete their first and second year projects.
- **Events:** In-person activities and interactions are a great way to share youth preparedness information, whether done in conjunction with other events or as a standalone activity.
- **Public Speaking/Outreach:** Council members share their unique perspectives on preparedness and promote the message of youth preparedness through conferences, public events, small-group discussions, online interactions, and a variety of other events and media.
- **Publishing:** Council members spread the message of preparedness via written content; these pieces may be published locally or nationally. Council members may also contribute to FEMA blog posts or other materials.

Council's Logistics and Other Responsibilities

Email Communications

Email is the primary method of communication used for the Youth Preparedness Council. Each Council member must have access to an email account and be committed to checking it regularly. The Council Chairperson serves as a main source of guidance for other members and therefore must reserve time to answer questions, provide support, and stay in touch with all Council members.

Conference Calls

Members are required to participate in **mandatory** group conference calls every other month. These calls allow members to provide updates on their projects, pose questions to FEMA staff and Regional Community Preparedness Officers (CPOs), and provide feedback to other members based on their experiences. Members are permitted to miss one (1) call per year. Members are also required to participate in two one-on-one calls per year with a representative from FEMA headquarters and their CPO to check-in on the status of their projects.



Monthly Status Reports

Members are **required to submit monthly reports** to FEMA headquarters and their CPO that describe the progress they have made on their projects over the past month and any challenges they have faced. These reports are due no later than the 5th of the following month.

Youth Preparedness Council Summit

The next Youth Preparedness Council Summit will be held towards the end of July 2016. **Attendance is mandatory for all Council members.** The Summit provides an opportunity for Council members to meet one another, FEMA representatives, and the CPOs. The Regional CPOs will be the primary FEMA support contacts and mentors for the Council members. Sessions during the Summit cover a range of topics. In some sessions, Council members are given the opportunity to share their experiences, ideas, solutions, and questions with FEMA and FEMA's national partners engaged in youth preparedness work. In other sessions, Council members are able to prepare for the activities they will do during their term on the Council. Each Council member must have a parent/guardian/parent-approved chaperone accompany him or her to the Summit. FEMA will reimburse travel, lodging, and expenses for each Council member and his or her parent/guardian/chaperone.

Projects

Each Council member is required to complete at least one (1) youth preparedness-related project during his or her first year. It is expected that members' projects will align to one (1) or more of the areas of engagement referenced in the "Council's Engagement" section; however, members should pursue all of the areas of engagement, either as part of their projects or separately. During the second year, each member is required to complete at least one (1) national level youth preparedness-related project in collaboration with other second year Council members. Individual and group projects require a considerable time commitment and dedication in order to be successful. Past projects have included creating Teen CERT or other preparedness programs in specific schools/areas, establishing state and regional youth preparedness councils, developing a preparedness-related video competition, developing an app for first responders, and hosting disaster preparedness exercises and events.

America's PrepareAthon!

America's PrepareAthon! is a grassroots campaign for action that seeks to increase community engagement in preparedness. There is a National PrepareAthon! day on April 30 and September 30, when individuals, schools, workplaces, faith communities, and other sectors conduct group discussions, drills, and exercises to get prepared. America's PrepareAthon! offers free resources and tools for a range of hazards relevant to communities across the country including earthquake, flood, hurricane, tornado, wildfire, and winter storm. Council members are expected to get involved with America's PrepareAthon! by conducting drills or activities at their schools, clubs, or in any other venue that might be of interest to them.



Youth Preparedness Council



FEMA

Time Commitment

Being a Youth Preparedness Council member is a rewarding and exciting experience but it is also time-intensive. It is important that Council members use time management skills to balance school, extracurricular activities, and their involvement in the Council.

The Council Chairperson and Vice Chairperson have additional responsibility and are expected to attend separate meetings with FEMA representatives. As needed, the Chairperson communicates with the entire council as well as specific members to offer support and assistance. The Chairperson and Vice Chairperson may lead projects related to management of the Council. The Chairperson and Vice Chairperson must be able to accommodate the additional time commitment.

More Information

For more information about the Youth Preparedness Council, please visit www.ready.gov/youth-preparedness-council.