

Charter of the SVOA Preparedness Committee

Name and Purpose

The Preparedness Committee is a standing committee of the SVOA. Its purpose is to help residents prepare for, respond to, and recover from disasters, and to assist residents in accessing help when needed.

Responsibilities

The Committee supports community preparedness by:

1. Providing disaster planning information to help residents create household preparedness plans
2. Coordinating the “Help Your Neighbor” program to encourage neighbor-to-neighbor support during emergencies
3. Organizing and promoting disaster preparedness training opportunities
4. Offering community education through presentations and events
5. Maintaining emergency preparedness information on the SVOA website
6. Assessing community needs related to disaster readiness and response.

Membership

- Minimum of four (4) SVOA members in good standing
- No maximum membership; all residents are encouraged to participate
- Members are confirmed by the SVOA Board of Directors

Leadership

- A Chair is selected by consensus of Committee members and confirmed by the Board
- No fixed terms for members or Chair
- Members may resign by written notice to the Chair, with notification to the Board

Operation

- The Committee meets regularly at a scheduled time and location
- The Chair is responsible for:
 - Conducting meetings
 - Submitting monthly reports to the Board
 - Preparing an annual report and budget request
 - Overseeing subcommittees and volunteer Response Teams
- The Chair or designee coordinates training and maintains records of expenditures
- The Chair or Designee shall keep records of expenditures.