

Regional Leadership Team Roles

Regional Liaison

Coordinate and lead the regional leadership team:

- Lead/coordinate regional leadership meetings (RL, RDBA, RVC, RTC, CLs)
- Lead/coordinate maintenance of regional protocols and procedures for resource management (volunteers, equipment, disaster partners)
- Lead/coordinate regional projects
- Maintain inventory of education materials for the region
- Encourage and assist with MOU development in the region working with CLs
- Encourage CLs and participate in development/maintenance of regular communications with local emergency management (LEPC, etc)
- Support your regional leadership team members

POC for the region, participating in state level planning:.

- Assist/support the continued development of the regional team leadership approach
- Participate in state development of standards, protocols or procedures and make recommendations to the KS SART BoD from the RL steering committee
- Participate in regular state communications/meetings as a part of the RL steering committee
- Participate in KS SART board meetings in an advisory capacity, two regional representative positions rotating every year (proposed by never implemented???)

Regional Leadership Team Roles

Regional Volunteer Coordination

Support volunteers in your region:

- Coordinate and support county liaisons (CL)
- Train CLs on volunteer orientation process and help with orientations when needed
- Work with regional database administrator (RDBA) to keep records up to date
- Provide regular communications to the volunteers about regional activities (meetings, training) using email, regional fb page, etc.
- Backup for RDBA if the RDBA is unable to perform the job (disasters, long absence, leave the team)
- Coordinate regional volunteer recruitment events
- Maintain regional calendar of activities (meetings, training events, community events, public speaking events, etc.)

POC for volunteer management, participating in planning at the state level:

- Participate in the development of state volunteer management practices and guidelines
- Participate in regular state communications/meetings as a part of the regional volunteer coordinator steering committee

Regional Leadership Team Roles

Regional Volunteer Database Administrator

Maintain accurate volunteer records for the region using the state volunteer database:

- Keep region's volunteer records updated and discuss issues with the RVC
- Work closely with the RVC as a team to manage volunteer information and communication
- Process applications into the database and notify the RVC and CL if one exists, sending the application for review and scheduling of an orientation
- Update NEW volunteers with appropriate status, assignment and VIC details upon receipt of confirmation from RVC/CL that orientation is complete

POC for volunteer data management, participating in planning at the state level:

- Participate in the development of state volunteer data management practices and guidelines, including database usage standards and database documentation
- Participate in regular state communications/meetings as a part of the regional DBA steering committee
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Regional Leadership Team Roles

Regional Training Coordinator

Coordinate regional training activities and assist CLs with county training activities:

- Project lead for coordinating/organizing state training programs in the region (ie Train Today Respond Tomorrow)
- POC for other training opportunities in the region, helping coordination and management of those events and assisting with county level training
- Responsible for providing a confirmed training attendance list to RVC/RDBA for updating volunteers training records

POC for regional training activities, participating in planning at the state level:

- Participate in the development of state volunteer training standards and protocols
- Develop and maintain a training review process, recommending updates to the KS SART BoD
- Manage the roll-out process of approved training programs
- Participate in regular state communications/meetings as a part of the regional VTC steering committee

Regional Leadership Team Roles

County Liaison

Coordinate and lead volunteers in your county: (CART)

- Work with the RL to develop MOUs within your county
- Work with RL to develop/maintain regular communications with your county emergency management
- POC for volunteers in your county, keeping them updated on the regional direction including project updates, training opportunities and other activities
- Provide volunteer orientations to volunteers in your county, RL is your backup if you are unable to get to an orientation in a timely manner

POC for the county, participating in regional level planning:

- Participate in regional leadership meetings and support the regional leadership team
- Assist/support the continued development of the regional team leadership approach
- Participate in regional projects

NOTE: A County Animal Response Team (CART) approach has been simplified. There is no need for BoD, or 501-C3 status. This is a group of volunteers that train for responding with their region. They are the POC for their county emergency manager and will be (if trained deployable resource) the FIRST to deploy if a disaster happens in their county. If the CART needs further assistance from the region, the CL will approach the county emergency manager and request the county emergency manager call in additional regional ART resources.