

## DISASTER RELIEF PROGRAM COORDINATOR

### PURPOSE:

The purpose of this policy is to set forth the duties and responsibilities charged to the Multiple District Disaster Relief Program Coordinator.

### GENERAL:

1. The Coordinator will serve a three-year term and may be reappointed. The appointment may be made from any sub-district in the multiple District. The Coordinator shall be appointed at the fourth Council of Governors meeting.
2. Operate in conjunction with Council of Governors, Council Chair, and Multiple District Global Service Team Coordinator.
3. A Lion who wishes to serve as the Coordinator shall:
  - a. Have knowledge and experience in emergency preparedness and response.
  - b. Have demonstrated ability to cooperate and work with local and state emergency assistance authorities.
  - c. Have proven ability to mobilize a Lions team after an emergency has occurred.
  - d. Have the time, energy, resources, and willingness to organize and carry out a Lions plan in the event of a local emergency.
  - e. Have knowledge about Lions resources, including Lions Clubs International Foundation (LCIF).
4. Responsibilities **before** an emergency occurs shall include, but are not limited to, the following:
  - a. Develop a Multiple District 14 Lions Disaster Relief plan.
  - b. Encourage and promote Lions disaster relief plans in each sub-district.
  - c. In cooperation with state and local emergency preparedness officials, organize multiple district training classes and seminars for sub-district Lions disaster relief leaders.
5. Responsibilities **after** an emergency occurs shall include, but not be limited to, the following:
  - a. Serve as the central figure in implementing the Multiple District 14 Lions Disaster Relief Plan. Communicate with club, sub-district, and Multiple District 14 leaders as well as outside agencies about the situation and the capabilities of the Lions Disaster Relief team.

- b. Assist sub-districts in implementing a Lions Disaster Relief plan.
  - c. Encourage sub-districts to work together in the event of a natural, man-made or health-care emergency.
  - d. Remind Lions team members to comply with safety regulations.
  - e. Work with the public relations chairpersons to submit Lions news and photos to the local media.
  - f. Remind Lions to use Lions logo signs and wear Lions logo apparel when serving as members of the Lions Disaster Relief team.
6. The Coordinator will present a report of the program activities to the Council of Governors at their fourth Council Meeting or other meetings when called upon to do so.
- Reimbursement subject to Policy 204: General Reimbursement Policy.
7. Travel throughout the Multiple District, if requested by a district or club, to assist any District Disaster Relief Coordinator. Travel expenses incurred will be the obligation of the district, club, or other events.
8. The Coordinator will submit a budget for reporting to the Council of Governors. This must be submitted to the Finance Committee prior to November 30<sup>th</sup> for the next Lions year.