

Guidance around MRC Host Agency Responsibilities

Last Updated September 2020

Host Agency - Coordinator Reporting Structure:

- MRC host agency (community or organization): Day-to-day issues/Programmatic & Administrative support.
- Fiscal host agency – Host agency & Regional HMCC.
- Workplan & Budget Development/Strategic & Regional Planning – Host agency/MRC Unit Coordinator who then submits to the HMCC.

Host Agency Fiscal / Workplan Responsibilities:

- MRC Unit Budget
 - The host agency shall be responsible for the development of the budget and timely submission to the HMCC.
 - Note: The regional allocation formula is an annual deliverable.
- MRC Unit Workplan
 - Host agency shall provide guidance to the coordinator in developing workplans for each budget period.
 - Host agency shall provide oversight in ensuring that deliverables are achieved in accordance to the workplan.
 - Host agency shall assist the MRC Coordinator as necessary in completing quarterly reports.

Host Agency Volunteer Management Responsibilities:

- Credentialing and re-credentialing volunteers through MA Responds.
- Badging
 - Host agency shall be responsible for housing the MRC badging equipment & for providing space for the coordinator to make badges (unless an alternate badging agreement has been made amongst the region).
- Volunteer Coordination
 - The host agency shall ensure that the MRC has a protocol in place for communicating with MRC volunteers and health department representatives on the following topics:
 - Training calendar
 - Quarterly drills
 - Activations, deployments & demobilization
 - The host agency shall ensure that the MRC has a protocol in place for recruiting new volunteers.

- This protocol will be carried out by the MRC Coordinator with the host agency oversight.
- Records:
 - The host agency shall provide space for the secure housing & backup of paper and electronic records of MRC volunteers

Host Agency Volunteer Training Responsibilities:

- The host agency may provide guidance to the MRC Coordinator in developing a training calendar for the MRC.
- The host agency shall provide oversight of the coordinator to ensure that the trainings meet deliverables, address regional gaps, qualify for appropriate CEUs, etc. and are offered in collaboration with the other MRCs in the region when applicable.
- The host agency shall provide oversight of the coordinator to ensure that the trainings are properly approved (if necessary), then promoted to the member communities of the MRC as well as to other regional partners.

Meetings, Integration with Other Emergency Management Efforts & Other Responsibilities for Host Agency:

- Consider the benefits of having a paid employee (with sustainable funding, access to various departments and better integration with the agency's other emergency management efforts) act as the MRC Coordinator.
- The host agency shall send MRC representative to the Regional Advisory Committee Meetings.
- The host agency shall review/maintain SOPs and use as a guide for supervising the Coordinator.
- Maintain MRC database and website (if applicable).
- The host agency shall provide or identify a space to house MRC inventory & equipment
 - Consult with the MRC Coordinator on purchase/replacement strategies
- Other support and oversight of the MRC as needed