

## **ROLE OF MRC STATEWIDE COORDINATION STEERING COMMITTEE**

The Statewide MRC Coordination Steering Committee (Steering Committee) includes one representative from each public health emergency preparedness region's MRC Advisory Group and representatives from DPH's Office of Preparedness and Emergency Management (OPEM).

The Steering Committee, facilitated by the MRC Statewide Coordinator, will meet at least quarterly, either in person or by phone. Representatives will solicit recommendations from the Unit Leaders in their region to be discussed at Steering Committee and statewide MRC meetings, as well as provide updates and feedback around MRC unit applications in Massachusetts. Additionally, the Steering Committee will develop and implement an Action Plan to be revised on a yearly basis to address programmatic priorities, recommendations and MRC deliverable requirements.

### **Selection of Regional Representatives**

- Each Region's MRC Advisory Committee shall submit the name of its representative to the State MRC Coordinator prior to the first meeting of the Steering Committee in each grant year.
- The State MRC Coordinator will ensure representation is rotated annually among any interested Unit Leaders, if applicable within each region.
- Each Region may also name an alternate, in addition to the main representative.

### **Responsibilities of Primary Regional Representatives**

- Each primary representative should participate in all meetings/calls of the Steering Committee (4 per year). If a representative is uncertain that he or she can make the commitment to attend all meetings, the Region should consider appointing a different representative or an alternate.
- It is the responsibility of each regional representative to ensure his/her alternate (if applicable) is kept up-to-date on issues/activities of the statewide Steering Committee. Meeting materials should be shared accordingly.
- Regional representatives shall be in contact with MRC Unit Leaders in his/her Region on a quarterly basis through an agreed upon method established by MRC Unit Leaders within the Region. The agreed upon contact method will be utilized by regional representatives to inform individual MRC Unit Leaders about the

activities of the Steering Committee and to solicit recommendations to be discussed at Steering Committee meetings/calls.

- Based on recommendations brought before the Steering Committee by each regional representative, the Steering Committee will prioritize issues and develop and implement an Action Plan to address recommendations and MRC deliverable requirements. The Action Plan will include both long and short term goals and will be reviewed and revised, as necessary, on a yearly basis.
- Regional representatives will ensure that Action Plan items will promote consistency on recruitment, training, volunteer identification, and activation protocols for MRCs and encourage coordination with other volunteer programs such as MA Responds, CERT, etc.

### **Responsibilities of Alternates**

- Work with Regional Representative to ensure the alternate is kept up-to-date on issues/activities of the Steering Committee, including reviewing meeting/call summaries.
- Participate in meetings/calls if the Regional Representative cannot attend. Share those updates with the Regional Representatives post-meeting/call.

### **Meeting/Call Planning and Notification**

- All Steering Committee representatives and alternates will receive an up-to-date list of members at the beginning of each fiscal year.
- MDPH OPEM will work with Steering Committee representatives to set up a meeting/call schedule for the fiscal year.
- All meeting/call invitations will be sent to Steering Committee representatives only. It is the responsibility of a representative to share the invitation with his/her alternate if he/she cannot attend the meeting/call and update MDPH OPEM.

### **Steering Committee-Developed Materials and Meeting Summaries**

- Draft meeting documents/materials and meeting summaries will be shared with the Regional Representatives and/or those who attended the meetings.
- Final versions of Steering Committee-developed documents and meeting summaries are shared with the entire statewide list, which will include alternates.