



# Member Roles and Responsibilities

The Federal Emergency Management Agency (FEMA) Youth Preparedness Council (YPC) provides a unique opportunity for youth leaders to serve on a highly distinguished national council; to complete national-level preparedness projects; to voice their ideas and questions on disaster preparedness with the leadership of FEMA and national youth preparedness organizations; and to participate in the YPC Summit. Being selected to serve on the YPC is an honor, but it is also a significant responsibility that requires dedication and time-management skills.

This document outlines the roles and responsibilities of YPC members. Although FEMA has high expectations of YPC members, the FEMA team is available to support you. Do not hesitate to reach out at any time by emailing [FEMA-Prepare@fema.dhs.gov](mailto:FEMA-Prepare@fema.dhs.gov).

## Time Commitment

Being a YPC member is a rewarding and exciting experience, but it is also time intensive. It is important that YPC members use time management skills to balance school, extracurricular activities, and their involvement on the YPC.

Currently, YPC members are expected to serve for two years. Each YPC year begins in July with the YPC Summit. If members have not fulfilled the mandatory requirements during their first year, FEMA may excuse the member from participating in a second year.

## Roles

YPC members are expected to meet the following expectations:

### Project Implementers

Currently, in a YPC member's **first year**, each member works with other YPC members on a team project that promotes and increases emergency preparedness activities. Project assignments take members' specific interests and experience into account, as well as preparedness priorities that FEMA has identified.

All members that do well may be asked to serve for a second year. At the end of the **first year**, invited YPC members may apply to become a team lead in their second year.

Currently, in a YPC member's **second year**, each member continues working on a team project or is assigned a new project. All second year YPC members serve as mentors to guide new, first-year members in their projects and activities.

### Preparedness Champion

YPC members communicate the importance of preparedness in their local communities and on a national-level by participating in conferences, public events, small-group discussions, social media, news stories, articles, etc.

YPC members regularly meet with FEMA and its partners to share their insights and opinions on youth preparedness efforts and initiatives.

### Mentors and Team Leads

Second-year YPC members serve as mentors to guide new, first-year YPC members in their projects and activities.



Based on YPC members' performance in the first year, three YPC members will also be selected to serve as YPC team leads during their second year. The team leads serve as a main source of guidance for other members and therefore must reserve time to answer questions, provide support, and conduct administrative tasks on behalf of the YPC members on their team.

The YPC team leads have additional responsibilities and are expected to attend separate meetings with FEMA representatives. As needed, the team leads communicate with the entire YPC as well as with specific members to offer support and assistance. Team leads must be able to accommodate the additional time commitment.

To become a team lead at the end of their first year, YPC members must write an essay on why they wish to become a team lead and how they will best serve their team.

### Logistics and Other Responsibilities

#### FEMA Contacts

YPC members will primarily work with FEMA's Individual and Community Preparedness Division Youth Preparedness Coordinator while completing their team projects. Additionally, FEMA Regions aid YPC members from their region.

#### Email Communication

Email is the primary method of communication used for the YPC. Each YPC member must have access to an email account and be committed to checking it regularly. To contact the FEMA National Youth Preparedness Council Coordinator, submit documents, and send in monthly activity reports, YPC members should email [Sarah.McNelis@fema.dhs.gov](mailto:Sarah.McNelis@fema.dhs.gov).

#### Conference Calls

Members are required to participate in **mandatory** calls. However, communication is not limited to these calls. Members are encouraged to communicate with FEMA and their fellow YPC members as needed.

- **Bimonthly YPC Calls (all members):** YPC members attend calls every other month. These calls allow members to provide updates on their projects, pose questions to FEMA staff, and provide feedback to other members based on their experiences. Members will also, at times, lead and present during calls. Calls will take place in September, November, January, March, and May with an additional call in June to prepare for the annual YPC Summit in July.
- **Individual Team Calls (all members):** Team leads will act as their respective project teams' point-of-contact. They will conduct bi-monthly meetings to discuss project status, collect and compile monthly activity logs from their teams and ensure deliverables are submitted on time.
- Members are permitted to miss one YPC call per year. If members need to miss a call, they must send an email to the FEMA National Youth Preparedness Council Coordinator and their FEMA Regional contact beforehand. Calls are hosted via the Zoom platform.

#### Safeguarding Information

FEMA cares about the safety of YPC members. YPC members will be provided a parental consent form that will outline how FEMA is protecting their information. A completed and signed form will be required for participation on the YPC. This form will allow parents to determine what communications they and their YPC member would like to remain confidential, and what communications parents would like to be included in.



### **Monthly Activity Logs**

YPC team leads are **required to submit monthly logs for their project team** to the National Youth Preparedness Council Coordinator via email. Monthly logs describe the progress YPC members have made on their projects over the past month and any challenges they have faced. These project activity logs should also capture community activities done by each YPC member during the previous month. Logs are due **no later than the 5<sup>th</sup>** of the following month (e.g., the March log is due April 5<sup>th</sup>).

### **YPC Summit**

**Attendance is mandatory for all YPC members.** Please note, the 2021 YPC Summit will be held virtually. The YPC Summit provides an opportunity for YPC members to meet FEMA representatives and YPC teammates, learn about their projects for the year, and gain an understanding of FEMA's organizational structure and basic project management skills. Sessions during the YPC Summit cover a range of topics. In some sessions, YPC members are given the opportunity to share their ideas and questions with FEMA and community partners. In other sessions, new members prepare for the projects they will complete during their time on the YPC. Returning members will have the opportunity to present their preparedness work from the previous year and/or other projects to FEMA and community partners.

### **Core Values**

YPC members are expected to uphold FEMA's core values of compassion, fairness, integrity, and respect while serving on the YPC. FEMA may ask members to leave the YPC at any time for inappropriate behavior.