



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.

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 in the YPC.

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

Roles

YPC members are expected to fill the following roles:

Project Implementers

In the **first year**, each member works with four (4) or five (5) other YPC members on a team project that promotes and increases preparedness on a national level. Project assignments take members' specific interests and experience into account, as well as preparedness priorities that FEMA has identified.

At the end of the **first year**, YPC members may apply to become a Co-Chair in their second year.

In the **second year**, each member continues working on a team project or is assigned a new project. All second-year YPC members also serve as mentors to guide new, first-year members in their projects and activities. Finally, three selected Co-Chairs will lead a project team in their second year.

Preparedness Champion

YPC members spread the word about the importance of preparedness in their local communities and on a national scale through conferences, public events, small-group discussions, social media, news stories, and 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 Co-Chairs

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 Co-Chairs during their second year. The Co-Chairs serve as a main source of guidance for other members and therefore, must reserve time to answer questions, provide support, and stay in touch with all YPC members.

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

To become a Co-Chair, at the end of their first year, the YPC member must write an essay on why they wish to become a Co-Chair and what they hope to accomplish as the project lead for their project.

Logistics and Other Responsibilities

FEMA Contacts

YPC members will primarily work with the Youth Preparedness Lead while completing their team projects. Additionally, each FEMA Region works with YPC members in their Region. YPC members will meet both the Youth Preparedness Lead and their respective FEMA Regional contacts at the annual YPC Summit.

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 Youth Preparedness Lead, submit documents, and send in monthly activity reports, YPC members should email FEMA-Prepare@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, May, June, and July.
- **Milestone Calls (all members):** Members participate in one-on-one calls, as-needed with FEMA staff. During these calls, members provide a project status update, as well as updates about other YPC-related work. This call also gives individual members an opportunity to discuss recent challenges they have faced and to request additional support.



- **Bimonthly Community Preparedness Officer Calls (First-year members only):** First-year YPC members are expected to establish calls with their FEMA Regional contact every other month (occurring in months when there is no all-YPC call). These calls provide a regular, one-on-one opportunity for members to discuss their projects and activities with their Regional contact.

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 Youth Preparedness Lead, their FEMA Regional contact, and the YPC inbox (FEMA-Prepare@fema.dhs.gov) beforehand. Calls are hosted on a webinar platform and recorded. In the event members miss a call, they must listen to the recording and schedule a makeup call with the FEMA Youth Preparedness Lead within two weeks.

Monthly Activity Logs

YPC project leads are **required to submit monthly logs for their project team** to the Youth Preparedness Lead, their Regional contact, and the YPC inbox (FEMA-Prepare@fema.dhs.gov). 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 in addition to the project. Logs are due **no later than the 5th** of the following month (e.g., the March log is due April 5th).

YPC Summit

The YPC Summit is held annually in Washington, DC. In 2020, it will take place on July 21 and 22. **Attendance is mandatory for all YPC members.** The YPC Summit provides an opportunity for YPC members to meet FEMA representatives and each other. 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, members prepare for the projects they will complete during their time on the YPC. Each YPC member must have a parent/guardian or parent-approved chaperone to accompany him or her to the YPC Summit. In accordance with federal travel regulations, FEMA will reimburse transportation, lodging, and meals for each YPC member and his or her parent/guardian/chaperone.

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.