**NOMINATIONS NOW OPEN FOR CERT STEERING COMMITEE**

Would you like to be a part of the Eugene Springfield CERT leadership team? The steering committee (leadership team), comprised of CERT members in good standing, help plan and lead the activities of local area CERTs, and help fulfill the vision, mission, and objectives of the Eugene Springfield CERT program.

Currently, each position is filled on a yearly basis, and nominations are now being accepted for each of the steering committee positions. You may nominate yourself, or another CERT you would like to see in a leadership role.

**What’s in it for you?** You’ll be a member of the core leadership team for the Eugene Springfield CERT program, which has trained more than 1200 people since it began in our area. You’ll help shape the events, activities, and experience that our CERTs will have available to them in the coming year. And, you’ll be a key member in the disaster preparedness efforts of our community members. Not to mention, serving on the CERT steering committee looks mighty nice on a resume.

**What’s in it for the CERT program?** You! We’ll benefit from not only your talent and skills, but from your desire to help our community become more resilient and better prepared, and from your desire to help continue to shape and improve the CERT program for our entire area.

**Nominations will close at 5:00 pm on Monday, June 6th,** **2016** If you would like to be considered for a position, please send the following information to Devonne at Devonne.x.maxey@ci.eugene.or.us.

 Position(s) you are interested in (you may nominate another CERT or self-nominate for more than one position)

 Why you are interested in the position(s)

 Any skills, training, or experience that you believe is pertinent to the position(s)

 If you are nominating another person, please provide their full name, and I will request the above information from them.

Once all nominations are received, I will contact each of the nominees. Nominees will be invited to a special steering committee meeting, held in June, to discuss their nomination, roles and responsibilities, and to answer any questions the current steering committee may have.

Available positions, and their duties, are:

**Steering Committee Chair**

 Reports to the Oversight Board

 Leads steering committee meetings and event operations activities. The chair also takes charge of the Eugene Springfield CERT in the event that the program coordinator is unavailable.

 Performs all duties listed in the CERT Bylaws Section 6.2, which are:

 Facilitate all steering committee meetings

 Maintain an active CERT network in all districts

**Training / Safety Officer**

 Reports to the Chair

 Performs all duties listed in the CERT Bylaws Section 6.4, which are:

 See to the periodic training of new members joining the organization.

 Provide periodic advanced training to organization members (training calendar).

 Monitor the safety conditions and maintain the safety of all members at CERT functions.

**Secretary**

 Reports to the Chair

 Perform all duties listed in the CERT Bylaws Section 6.3, which are:

 Record, archive, and distribute the minutes of all meetings.

Record and report attendance at all CERT events and appoint a designee in their absence.

Record certifications as obtained by members.

 Keep a record of all neighborhood emergency plans.

**Outreach Officer**

 Reports to the Chair

 Perform all duties listed in the CERT Bylaws Section 6.5, which are:

 Manage the development and release of all CERT marketing and promotional activities.

 Aid in the identification of public and private outreach events.

 Work with the District Leaders to achieve outreach goals.

 Generate and track interest in the CERT program.

 Report periodically on the progress of CERT in reaching its awareness goals.

**District Leader**

 There are five districts in the Eugene Springfield area. They are NE District Lead, NW District Lead, SE District Lead, SW District Lead, and Springfield.

 Reports to the Outreach Officer

Perform all duties listed in the CERT Bylaws Section 6.6, which are:

 Represent districts supported by Eugene-Springfield CERT.

 Act as members-at-large representing their district and its neighborhoods in preparedness matters.

 Build and maintain district teams for deployment in the event of an emergency.

 Manage all awareness-building presentations and events in their district.

 Work with the Outreach Officer to achieve outreach goals.

To be eligible to serve on the steering committee, you must:

Be a CERT member in good standing;

Be willing to volunteer in organizational activities a minimum of four times annually; and

Be willing and able to attend at least three-quarters of all steering committee meetings.

If you are a recent CERT graduate, and you intend on becoming a CERT, and are simply waiting for notification from us with the go-ahead, you may still express your interest, because you will be a CERT by the time the election takes place.

I hope you consider joining the leadership team! Share your talent, skill, and passion, while making a difference in your community and to the CERT program.