



Northwest Tarrant
Community Emergency Response Team
Elected and Appointed Job Expectations

Approved by Board of Directors and Sponsoring Agency on 9/29/2022

Program
Coordinator

The Lake Worth/Saginaw Emergency Management Coordinator is appointed by the sponsoring municipalities of Northwest Tarrant CERT.

Maintains ultimate authority over the Northwest Tarrant CERT program to ensure the program remains progressive and successful.

Maintains and updates the CERT database and record-keeping systems.

Responds promptly to requests from community members regarding outreach programs and training.

Oversees and assists in grant preparation, submittal, management and reimbursement related to CERT activities, programs, and resource needs.

Assists with coordinating and teaching CERT classes on an ongoing basis; develops lesson plans for training. Approves all training and training lesson plans.

Assists with developing CERT curriculums, schedules, and training/drill programs.

Assists with developing and maintaining working partnerships with government, business, non-profit, and community members throughout the district.

Coordinates and supports the departments with all hazard exercises and drills.

Assists in updating and reviewing curricula for community classes.

Researches methods to increase community outreach and develop volunteer instructors' training programs.

Attend community meetings and/or outreach events including fairs, festivals, national campaigns, and other department activities related to the CERT.

Appoints and oversees the Program Manager and evaluates that individual annually.

Completes end-of-year reports and provides to sponsoring organizations.

Assists Program Manager in upholding standards of Northwest Tarrant CERT and manages personnel issues.

Actively seeks equipment to improve Northwest Tarrant CERT's disaster response and outreach capabilities.



Assist with recruitment and retention of CERT members.

Provides a report of CERT activities as requested by the Chiefs of the two primary sponsoring departments.



Program Manager Appointed by and reports to the Program Coordinator

Liaison between Program Coordinator and Northwest Tarrant CERT Board of Directors and members.

Manages day-to-day activities of the organization.

Makes a consistent effort to ensure the program is progressing forward.

Provide oversight and support to the Board of Directors and Section Chief's.

Attend community meetings and/or outreach events including fairs, festivals, national campaigns and other department activities related to the CERT.

Assist with recruitment and retention of CERT members.

Assists with data collection and tracking of performance measures related to CERT activities monthly.

Upholds the standards of the Northwest Tarrant Code of Conduct, and handles personnel issues in coordination with the Program Coordinator.

Works with Training Chief and Secretary to facilitate monthly training meetings.

Has delegation authority.

Must attend 75% of quarterly board meetings and 50% of monthly training meetings.

Charged with conducting strategic planning with the Board of Directors.

Turns in quarterly reports to the Program Coordinator.

President Elected by members of the Northwest Tarrant CERT, reports to the Program Manager.

Chair of the Board of Directors

Provides leadership and direction for the Board of Directors to ensure the Board acts in accordance with Board policies.

Ensures the Board of Directors is consistently working towards the mission statement of the Northwest Tarrant CERT.

Conducts quarterly board meetings.

Provides quarterly reports to the Program Manager.



Works with Program Manager to attend community meetings and/or outreach events including fairs, festivals, national campaigns and other department activities related to the CERT.

Provides a written report of operations and board actions to be posted on the Northwest Tarrant CERT website.

Has delegation authority.

Has purchasing powers.

Vice President

Elected by members of the Northwest Tarrant CERT, reports to President.

Assist the President with executing the mission of the Northwest Tarrant CERT

Takes on the duties of the President if the President is absent.

Charged as the lead recruiter for the organization.

Has delegation authority

Secretary

Elected by members of the Northwest Tarrant CERT, reports to President.

Files certificates and records for state and federal departments.

Organizes board and training meetings, including booking meeting rooms, issuing notices of meetings, and preparing the agenda and other documents as needed.

Scribes meetings as needed.

Ensures all board meeting and training meeting minutes are sent to members, posted on the website, and filed in the designated CERT office.

Treasurer

Elected by members of the Northwest Tarrant CERT, reports to President.

The treasurer establishes the organization's accounts as approved and directed by the Board of Directors.

Tracks and reports records of financial transactions at quarterly board meetings.



Designated as the donations manager for the organization.

Files all necessary tax documents annually.

Has purchasing power.

Response Vehicle
Coordinator

Appointed and reports to Board of Directors.

Maintains all REHAB assets

Works with the Program Coordinator to arrange REHAB driver training.

Facilitate a driver check program to ensure all drivers are familiar with the vehicle and trailer.

Conducts monthly checks on REHAB vehicle and trailer, turning in inspection form to Program Coordinator.

Public Relations
Coordinator

Appointed and reports to Board of Directors.

Charged with any community outreach.

Charged with seeking community outreach initiatives in sponsoring cities.

Works with Vice President to ensure recruitment is occurring at outreach events.

Charged with managing social media posts, which will aim at promoting the organization, disaster preparedness, and any other items the Board of Director, Program Manager or Coordinator deem appropriate.

Training
Coordinator

Appointed and reports to Board of Directors.

Works with Program Coordinator and Program Manager to coordinate at least two G-317 Basic CERT Courses a year.

Charged with conducting monthly training meetings.

Produces training calendar NLT 30 days after appointment

Continuously strive to ensure all members are considered "NIMS" Compliant (completion of IS 100,700,200,800)

Reports all completed training to President of the Board monthly.

Must complete G-428 CERT TTT Course NLT 6 months after appointment.



Communications
Coordinator

Appointed and reports to Board of Directors.

Facilitates a radio communication (ICS 205) NLT 30 days after appointment

Maintain a database of all association training, instructors, and resources for amateur radio.

Maintains call-down list for certified storm spotters.

Works with Training Chief to coordinate communication type trainings.

Assist Training Chief with EOC training for interested members.

