

**Guidelines for  
Medical Reserve Corps  
Executive Committee  
(SAMPLE)**

**General Goals:**

Keep your community safe

- Work with the Local Emergency Planning Committee, Police, Fire, etc. to understand how your MRC can be a resource to your community.
- Work with a base of volunteers to ensure that all are trained appropriately.

Keep your community healthy

- Assist the Health Department as needed and requested for events such as flu clinics, health fairs, etc.

Keep your community prepared

- Maintain awareness of the MRC, and ways in which residents can maintain preparedness.
- Preparedness means rapid community recovery.

**Formation and Structure of the MRC Executive Committee:**

The Board of Health will appoint Executive Committee members for the purposes of maintaining and promoting the MRC in their community. There is no limit to the number of people that may serve, and therefore, term limits are recommended for 3 years; but the committee member can be re-appointed for another term (no limit on re-appointments).

The Executive Committee, once formed, will vote/appoint a Chair, co- or Vice Chair and a Secretary.

Annually re-elect or elect a Chair, co-or Vice Chair, Secretary and Regional MRC representative and replace any members of the Executive Committee who cannot serve any longer.

There will be one member of each Committee elected by the MRC Executive Committee to serve as your town's representative and to attend your region's regional meetings.

MRC Executive Committee, once formed, should introduce itself to the Fire Department and Police Department, and identify liaisons from these departments.

In the event of a local emergency, in most cases, the MRC will be mobilized at the request of Fire, Police, or the Health Department

### **Building and Maintaining the town's MRC:**

Read the **Establishing and Maintaining Volunteers** document provided to all Executive Committee members.

Continuous recruitment through public education about the MRC:

- Periodic Orientation meetings
- Briefings and articles about MRC activities and events placed in local paper and on local cable.
- Recruitment video played on local cable station
- Participation in town meetings and events

Credential and CORI new volunteers. MA Region 4a has resources to assist with this.

Use public events like annual town meeting and health fairs as a way to do outreach to your community.

Partner with other community organizations in your town.

Communicate with volunteers through e-mail and by having minutes posted on the town web-page.

Coordinate with volunteers to attend training opportunities, meetings and other activities of the local and regional MRC.

Develop and practice your methods of notifying your volunteers in the event of an emergency.

Make sure all of your volunteers have the training they need to be an effective MRC volunteer.

Develop a newsletter to be sent out via email and regular mail.

Find out the interests of your volunteers and try to offer trainings and discussions on those topics.

Go through your volunteer list annually, update any information that has changed, identify volunteer's availability to serve, and replace the volunteers who are no longer able to serve.

**For more information:** <http://www.medicalreservecorps.gov>