

Long Island Voluntary Organizations Active in Disaster

Memorandum of Understanding

1. Introduction

- a. The Long Island Voluntary Organizations Active in Disaster (LIVOAD) works to ensure coordination, cooperation, communication, and collaboration among its members in disaster preparedness and planning, response, and short- and long-term recovery.
- b. This Memorandum of Understanding (MOU) applies to any voluntary organizations working with the LIVOAD.
- c. This MOU is necessary to ensure the proper coordination of organizations and also to solidify the expectations and commitment of each organization as part of the LIVOAD.
- d. The agreements set forth by this MOU establish guidelines for participation in the Long Island VOAD by member organizations.

2. Purpose

- a. The purpose of this MOU is to enumerate the benefits and responsibilities of participating organizations. This ensures:
 - i. A formal commitment by an organization to actively participate in the LIVOAD. This includes participation in planning and preparedness, response, short –term recovery, and long-term recovery.
 - ii. An organized method to efficiently utilize resources and services in both disaster and non-disaster times.
 - iii. Participation in a forum for the leaders of organizations to meet, share information, and coordinate preparedness, planning, response, and recovery efforts.

3. Scope: The scope of this agreement includes non-profit, faith-based, community-based, and other organizations that are committed to providing financial support, material, advice/expertise, and/or labor for the work of the LIVOAD.

4. Policy:

- a. Membership and Participation:
 - i. LIVOAD participating organization will assign a key member of the organization to serve as the organization's lead representative to the LIVOAD. Consistency and authority to obligate resources are essential to the orderly and timely response to disaster. Therefore, the individual assigned should be at the executive level, be able to consistently attend LIVOAD meetings, and have the authority to make decisions regarding assignment of resources when necessary or appropriate.
 - ii. LIVOAD participating organizations may assign additional representatives to appropriate subcommittees. Subcommittee representatives should have the authority to speak on behalf of the resources available through the participating organization.
 - iii. LIVOAD participating organizations agree to bi-annually submit to the LIVOAD convener a list of representatives from the organization to the LIVOAD, their title, roles, authority, and subcommittee selections.
 - iv. Representatives from organizations who participate in the LIVOAD:
 1. Will proactively promote the work of the LIVOAD, and will contribute to meetings in a constructive and respectful way.
 2. Will not provide statements to the public or the media on behalf of the LIVOAD .

3. Will also act as a liaison and effectively transfer information between the organization and the LIVOAD.
- b. Funding: LIVOAD is not a grant-making organization.
- c. Use of data: Member organizations agree to share relevant information with the LIVOAD, for the purposes of effective coordination and collaboration during various phases of disasters (planning, preparedness, response, and recovery).
- d. Use of information: Member organizations agree to allow the LIVOAD to report out about the work being done collectively by all LIVOAD organizations to private and public audiences.
- e. Conflict of Interest Policy: Members of the LIVOAD will not use connections made through LIVOAD for any personal or professional monetary gain. Clients connected to the LIVOAD will not be directed to any outside personal business which would result in a profit for the person.
- f. No referral to for-profit business: Members of the LIVOAD will not endorse or recommend any for-profit businesses on behalf of the LIVOAD.

5. Benefits
 - a. Members of the LIVOAD benefit from the coordination, collaboration, cooperation, and communication that are the key tenets of the National Voluntary Organizations Active in Disaster (NVOAD) model. All members of the LIVOAD commit to these behaviors and will actively support the overarching mission of the LIVOAD. Doing so will decrease the duplication of efforts between member organizations, therefore making the work of each individual organization more productive and cost-efficient.
6. Maintenance
 - a. The Health & Welfare Council of Long Island will keep track of signed MOUs and the participating organizations, and will also provide administrative support required to maintain the agreements of this MOU.
7. Oversight
 - a. The Health & Welfare Council of Long Island is the convener and facilitator of the LIVOAD.
 - b. The staffing of the LIVOAD group is possible through specific, designated, available resources. Administrative and fiscal oversight for these positions is made possible through The Health & Welfare Council of Long Island, Inc., a non-profit 501c3 organization registered in New York State.
 - c. The Health & Welfare Council of Long Island is the convener of the LIVOAD and manages the administrative arm of the LIVOAD. In order to maintain the capacity to convene the LIVOAD, members will be asked to provide dues by becoming HWCLI members. Not becoming an HWCLI member does not preclude organizations from becoming members of the LIVOAD.
 - d. The Long Island LIVOAD Executive Committee will provide oversight to the operations of the LIVOAD.
 - e. The chair of each LIVOAD subcommittee will be responsible for the oversight of their respective subcommittee, including but not limited to, providing meeting summaries, scheduling meetings, and recording attendance. The chair can assign these tasks to a responsible party.
 - f. Each participating organization is responsible for the conduct and participation of individual organization representatives.
8. Compliance
 - a. This MOU is non-binding and does not create legal obligations on the organizations but does reflect the intentions of the participating organizations within the LIVOAD to contribute to long term recovery efforts on Long Island.
9. Updates

- a. This MOU will be reviewed by the Communications subcommittee of the LIVOAD on an annual basis, and necessary changes will be promulgated to participating organizations for its review and acceptance.
- b. An updated MOU will be signed by each participating agency annually.
- c. The contact information for the lead organization representative will be updated biannually.

Signature

Date

Name (Please Print)

Organization Name

Contact Phone Number