



MPC Ready Board Roles and Working Committees

Updated 25 February 2024

MPC Ready is a welcoming and inclusive organization. General volunteers are welcomed and invited to join a committee to help!

Role	Who	Purpose Statement
Executive Director	Lynne Bramlett	The Executive Director (ED) serves as the MPC Ready chief administrator, providing leadership and implementing policies and programs to carry out the work of the organization. Working with the Board of Directors, the ED has the overall strategic and operational responsibility for MPC Ready.
EXECUTIVE COMMITTEE (up to 5 Members)		
President Emeritus		The Emeritus President shall serve as the senior advisor to the President, filling in for the President in the absence of the President Elect. The Emeritus President may also help the President with his/her/their duties in other ways, based on mutual agreement.
President	Lynne Bramlett	The President shall be the Chief Executive Officer of MPC Ready. The President shall provide overall leadership for the affairs of MPC Ready and the activities of the officers. The President also serves as a primary liaison to the City of Menlo Park, other government entities, counterpart organizations, and other organizations relevant to MPC Ready's mission and aims
President Elect	Sandy Bardas	In the absence of the President, the President Elect shall perform all the duties of the President and when so acting shall have all the power and be subject to all the restrictions on the President. The President Elect is the presumed next President of MPC Ready.
Recording Secretary	Recruiting	The Recording Secretary takes notes and prepares the minutes of the Board meetings, and retains the organization's documents in a notebook/record.

Treasurer	Erika Froelicher	The Treasurer chairs the Finance committee. The person helps to prepare and maintain financial records, the annual budget and quarterly reporting. The Treasurer is the MPC Ready liaison to our fiscal sponsor at Philanthropic Ventures Foundation. The Treasurer will also research, recommend and help to institute any needed liability insurance for the MPC Ready organization.
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Board Working Committees

The working committees provide an organized way for volunteers to work together, based on interests and availability, to advance the mission and goals of MPC Ready. Each board member will serve on at least one working committee. Each Committee will select a Chair to serve for one year. Each Committee reports report to the full board at least quarterly.

Note: The committee work can be inter-related with one or more committee working on a program. The descriptions can and will likely continue to evolve as needed.

Committee	Who	Purpose Statement
Finance Committee (internal)	Erika Froelicher, Chair Lynne Bramlett	The Finance Committee works to ensure wise stewardship of MPC Ready’s financial resources, and adequate funding for the organization’s programs. May help to identify possible grants, help to write grants and oversee appropriate and timely grant reporting. Committee typically meets quarterly.
Technology Committee	Lynne Bramlett Jenny Michel Ron Snow Non-board Member: Erhan Ark	The Technology Committee oversees the MPC Ready website, including its plugins and who has access, and the MPC Ready social media strategy. The Committee also periodically evaluates the MPC Ready “digital infrastructure” for improvement opportunities, and makes recommendations to the Board. PROGRAM #1: Develops and implements a website strategy. Includes: audiences, information architecture/hierarchy, WordPress plugins, content and maintenance. PROGRAM#2: Develops and implements a social media strategy. Examples: Nextdoor, Facebook, Twitter (X), Instagram and other relevant platforms, including possibly the City of Menlo Park and the Menlo Fire platforms.

Committee	Who	Purpose Statement and Program
Disaster Preparedness Partnership Committee	Sandy Bardas Lynne Bramlett Jenny Michel	<p>The Disaster Preparedness Partnership Committee works to advance a “whole of community” disaster-preparedness-through-recovery collaborative partnership that follows Federal, State, and National Fire Protection Association (NFPA) 1660 Standards and best practices.</p> <p>PROGRAM #1 Build, and helpfully disseminate, knowledge and skills in Federal and State policies for disaster management, and best practices. Join and participate in local and state professional organizations, including Thrive RISE, San Mateo County Emergency Managers Association, California Emergency Managers Association, San Mateo County Chamber of Commerce, and by attending FEMA- and other expert-provided seminars and training. Share information and promote data-driven best practices across the disaster preparedness community.</p> <p>PROGRAM #2: Work to build trusting and open relationships with stakeholders across the whole of community and in surrounding jurisdictions. This includes local government elected officials and staff, counterparts at ADAPT, North Fair Oaks Community Alliance/Block Action Team, rEPAct, other similar organizations in San Mateo and Santa Clara County, residents, small business owners, faith community, schools, etc. to advance a collaborative disaster-preparedness-through-recovery partnership.</p> <p>PROGRAM #3: Advocate for policy decisions and programs that increase community-wide disaster preparedness. Stay informed on relevant local issues, attend government meetings and make pertinent and helpful public comments. Also makes recommendations to the Board for all Board position on topics with a letter sent to the relevant elected officials.</p> <p>PROGRAM #4: Individual advocacy on topics relevant to disaster preparedness. Pays attention to broader issues, such as AT&Ts announced plan to end landline service, and writes personal letters to the media and decision-making bodies.</p>

Committee	Who	Purpose Statement and Program
<p>New Resident Outreach Committee</p>	<p>Colleen Foraker, Chair</p> <p>Elizabeth Lewis, Vice Chair</p> <p>Non-board members:</p> <p>Nancy Goldcamp</p> <p>Sue Connelly</p>	<p>The New Resident Outreach Committee focuses on welcoming and informing new residents moving into the Menlo Park 94025 zip code.</p> <p>PROGRAM: The Committee works collaboratively with partners to develop and deliver a “welcome” bag with useful information for new residents. The process will start with a Welcome Postcard announcing the free bag and how to request it. Upon request, the bag will be delivered. The delivery mechanism includes: real estate agents, building managers, block coordinators, Mid-Peninsula Newcomers Club, Faith Community and possibly schools.</p> <p>Bag content ideas include (DRAFT):</p> <ul style="list-style-type: none"> • Welcome Letter from City of MP Mayor and City Manager • Depending on who distributes bag, Welcome letter from existing BC or HOA Manager etc. • One Pager: MPC Ready summary-level info/description (inviting involvement) • Emergency supply kit list (could be the MPC Ready “door hanger” • Flyer: Emergency warning and alert systems • Almanac Info Guide • Resource guide: Hazards in our area and ways to get/stay informed, etc. • Seasonal tips on hazards (such as winter storms) • City of MP Info: Community events. Signing up for Text and emails. Getting involved in a Commission. Meet your Council representative and the person’s office hours, etc. • Menlo Fire Training Flyer: CPR, Stop the Bleed. Red Cross Ready. CERT. • Local maps • Coupons from local MP Businesses • One gift. Possible items. Battery charger. Flashlight (refrigerator flashlight magnet). Battery powered lantern.

Committee	Who	Purpose Statement and Programs
<p>Community Outreach and Education Committee</p> <p>Aimed at the unaware to individuals and households</p>	<p>Erika Bailey Sandy Bardas Lynne Bramlett Non-board committee members: Kathleen Simoudis Community Meeting Support: Nancy Martin Susan Bernhard Ellen Berryhill</p>	<p>The Community Outreach and Education Committee focuses on building general awareness of the need to prepare with a focus on individual and household readiness.</p> <p>PROGRAM #1: Monthly Community Meetings. Activities include planning the yearly schedule, securing introducing and thanking speakers, refreshments, raffle prize and surveys, photography at the meetings, set up and take down, tabulating surveys and follow up.</p> <p>PROGRAM #2: Prepare in a Year campaign. The committee implements a local version of the State of Washington developed curriculum. Activities include a 5-minute segment at the Community meetings. The Prepares Program may also warrant additional promotion at other events and/or extensions. The Prepare in a Year curriculum follows a monthly schedule for individual/household preparedness that covers all the main points over a year.</p> <p>PROGRAM #3: Constant Contact newsletter. This may include urgent hazard warnings, invitations to events and trainings, Prepare in a Segment, Neighborhood preparedness, partnerships, educational content on hazards and best practices, news, etc.</p> <p>PROGRAM #4: Grant related outreach/programs. For example, this committee would implement the possible PG&E grant for the purposes of community education to prepare for a short- and long-term power outage.</p> <p>PROGRAM #5: Table and Participation at Community Events. April 13 Love Our Earth Festival. San Mateo County Annual Disaster Preparedness Event.</p> <p>PROGRAM #6: Community Outreach. Works with counterparts to provide “pop up: tables at Farmer’s Markets, local stores in high-traffic areas, etc.</p>

Committee	Who	Purpose Statement and Programs
<p>Prepared Neighborhoods Continuum Committee</p>	<p>Sandy Bardas Lynne Bramlett Jenny Michel Jon Mosby Non board committee member: Kathleen Simoudis</p>	<p>The Committee focuses on increasing the number of Menlo-Park-based neighborhoods with a block coordinator (or equivalent) who spearheads the initial building of a socially connected neighborhood with a roster, social ties, trust, informal mutual aid, and then steady effort towards increasing the “block” or neighborhood’s disaster preparedness.</p> <p>PROGRAM #1: Block Coordinator onboarding training, and support. Develops and distributes a BC binder and/or welcome kit with a gift. Provides a quarterly (or so) training with (hopefully) the City of Menlo Park.</p> <p>PROGRAM #2: Block Coordinator Relationship Building, Engagement and Retention. Committee develops a way for BCs to meet counterparts, build ties, share ideas, and provide mutual support and encouragement. Examples: quarterly “inspirational” sessions, social events, drop-in office hours (across various venues and locations), etc.</p> <p>PROGRAM #3: Booth in a Box and Block Party Speaker Program. Committee members can deliver a “booth in box” for block parties along with a speaker. Purpose is to support BCs, especially new ones, in getting their block organized and connected.</p> <p>PROGRAM #4: Targeted HOA, Condo and Apartment building outreach. Activities can include providing a “table” at an HOA event, such as the proposed spring CPR training at the Stanford Hills HOA community.</p>

Committee	Who	Purpose Statement and Programs
Neighborhood Drills and Communication Committee	Sandy Bardas, Chair Jon Mosby Lynne Bramlet Non board member: Jose Chuquima Tom Prussing	<p>The Neighborhood Drills and Communication Committee focuses on helping to build more neighborhoods that are prepared to be self-sufficient following a major disaster, until professional outside help can arrive.</p> <p>It also focuses on building two-way radio communications skills so that Block and Neighborhood Coordinators can communicate with each other, and to the next level up, following a major disaster where cell and landline communications mechanisms may not work.</p> <p>PROGRAM #1: Educational program for BCs and NCs to support their ability to hold a neighborhood drill. Includes help selecting a neighborhood gathering point, obtaining supplies, getting neighbors interested in participating and the actual drill. Also includes practice in using two-way radios during a disaster situation for communication.</p> <p>PROGRAM #2: Obtained Grant tracking measuring and reporting. Includes oversight of the City of Menlo Park grant for \$4K for neighborhood drills.</p> <p>PROGRAM #3: Synergistic drill opportunities. Identifies drill opportunities to follow major events, such as a neighborhood drill simulation following a virtual “Shake Out” drill.</p> <p>PROGRAM #4: Joint drills with counterpart groups. For example: a joint drill with the City of Palo Alto counterparts for neighborhoods on both sides of the San Franciscquito Creek.</p>