



MPC (Menlo Park Community) Ready

Working Board Recruitment Letter

Why Recruiting & Our Work

The MPC (Menlo Park Community) Ready organization is in a transition due to the retirement of a founding member who led the organization since January 2020. Before MPC Ready, there was no organization working systematically and collaborative to help build household and then neighborhood-level disaster preparedness across the 94025 Menlo Park zip code. Now, a connected and growing community of people exists.

Neighborhood-level disaster preparedness efforts help to meet major gaps in community-wide disaster preparedness. In a disaster, studies show that our most immediate source of help will be the neighbors living closest to us. Emergency response personnel will be overwhelmed and there will not be nearly enough. Relationships with neighbors is the cornerstone of disaster preparedness.

Since our beginning in January 2020, our work has helped to build GREAT neighborhoods across Menlo Park. These are great in many ways, including: stronger social connections, less crime, informal support and safety nets for seniors, those living alone, and parents with young children. They are also better equipped for resolving neighborhood issues of concern. Finally, when disaster strikes – organized neighborhoods get through it together with mutual support.

The transition offers an opportunity to implement a new and improved collaborative model for disaster preparedness with initially the City of Menlo Park and later, other entities and groups.

Core Expectations

WHAT WE SEEK: We seek to establish a new 2025 Board that includes a mix of existing Board members with new ones.

COMPOSITION: A mix of demographics, life statuses, and geographical diversity is desired, along with people possessing the needed skills and personal attributes to work well with others.

TIMEFRAME: We would like to recruit three new people by January 25, 2025.

Key Challenges for 2025 Working Board

- **Help keep organization moving forward positively.**
- **Sort out essential responsibilities and get priority activities done.** Consider what can be put on hold and what is essential to keep doing. Find a way to keep essential activities going.
- **Think anew about the MPC Ready governance, collaboration and get-stuff-done model.** We seek new Board members who know how to think strategically and how to implement ideas.

Working Board Key Responsibilities

- **Effective communication.** Open communication will be essential. We want to collect stakeholder input and use the transitional process to engage and include more stakeholders.
- **Operations.** Keeping the organization operating during the transition period.
- **New & Improved Model.** Conduct research, collect input and build consensus towards a new and improved collaborative model for MPC Ready with government entities.
- **Governance.** Develop a recruitment plan and process for the recruitment, vetting, selecting and onboarding of key roles. Continue to move MPC Ready towards non-profit status with the necessary policies and procedures in place.
- **Program and Task Evaluation.** Review current programs and activities. Prioritize. Identify what kind of skills are needed, along with personal attributes, and recruit accordingly.

Key Board Roles & Programs

Note: Each Role could be a “co” role with two people serving

Chief Officers and Standing Committees:

- President (includes External Relations Building)
- Vice President/Recording Secretary
- Treasurer
- Website and Groups i.o communication platform
- Newsletter Editor & Mailing Lists

Program Chairpersons:

- Events:
 - Community Meetings & Special Events
 - FRS (hand-held) radio training
 - Drills
- Outreach:
 - Block Coordinator recruitment, onboarding and support
 - HOA Outreach
 - Partnership building (external relations)
- Duffle bag/Neighborhood Gathering Place
 - Duffle bag preparation
 - Duffle bag distribution, just-in-time training and tracking

Next Steps

Interesting in learning more? Please reach out to a current MPC Ready Board member or contact info@mpcready.org