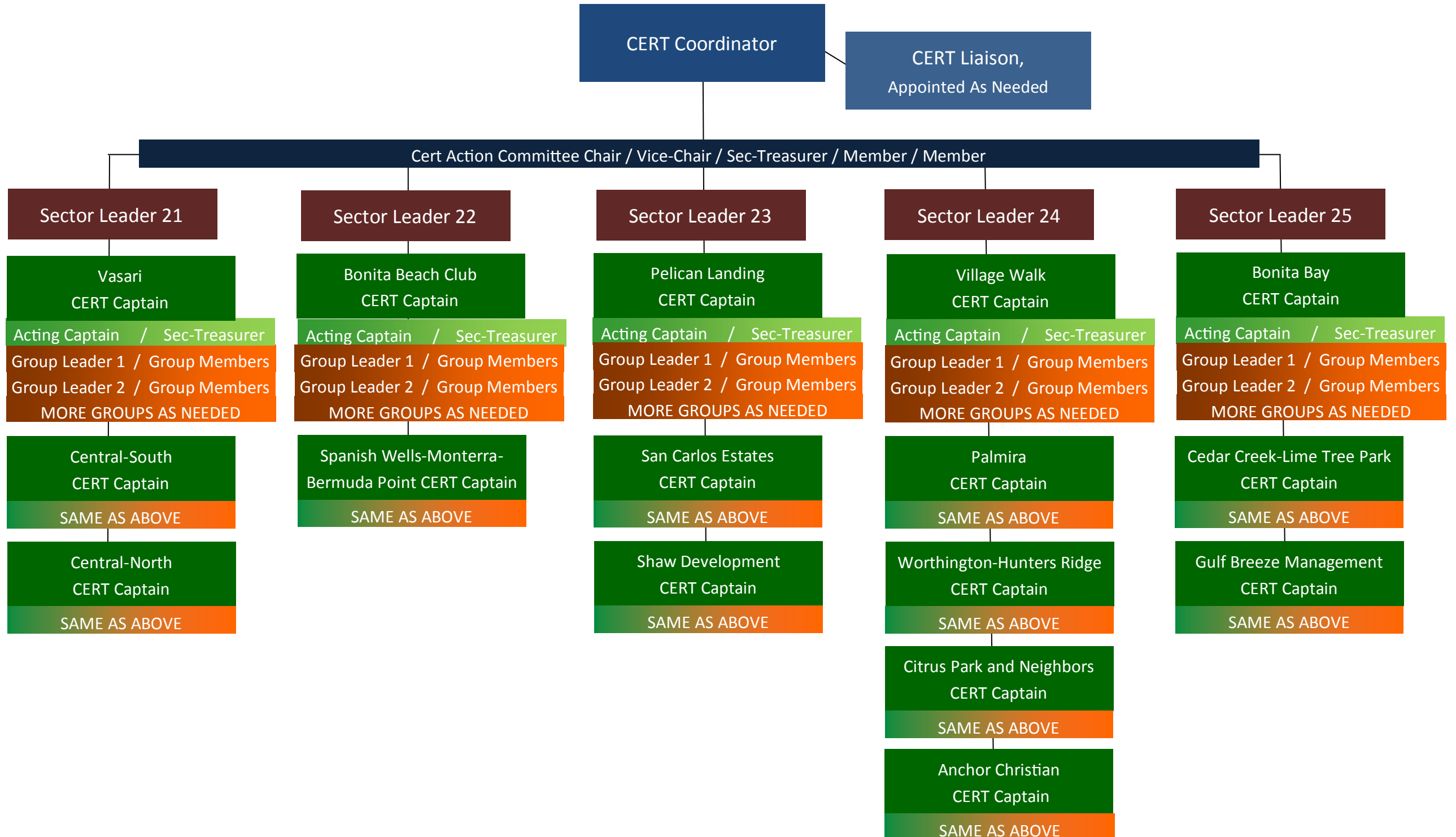


# CERT Organizational Chart



# ***CERT Organizational Description Outline***

## **CERT Coordinator**

Overall coordinator of the CERT volunteer program.

**CERT Liaison:** this member is appointed as needed and is not available for election. The member will provide support to the Coordinator in any way necessary, whether temporarily or permanently, including during emergency events such as hurricanes or non-emergency events such as trainings.

**CERT Action Committee:** will provide feedback on the CERT program; i.e. improvements, training, fundraisers, etc. At minimum, the committee shall meet quarterly. The Committee will report to and provide minutes of each meeting to the CERT Coordinator. The Committee will be made up of Sector Leaders. Only a Sector Leader is eligible to hold a position on the Committee.

**Sector Leaders:** in addition to participating on the CERT Action Committee, this elected member is required to reside within the boundaries of their sector. Duties include coordinating meetings, trainings, and social activities for all CERT groups in their sector. The Sector Leader will ensure each team is organized and prepared to respond to any type of disaster according to the CERT training. Each Sector Leader is a voting member of the CERT Action Committee and is required to attend the quarterly meetings where they will report on their membership and activity. Sector Leaders will report to the CERT Coordinator.

**CERT Captains:** this elected member is in charge of organizing their CERT team members and emergency scene and will respond as the incident commander on an emergency scene. This member is in charge of maintaining a CERT contact list and submitting the list to the Sector Leader quarterly or as needed.

**Acting Captain:** is required to act as the CERT Captain if he/she is unavailable. / **Sec-Treasurer:** is required to collect funds and document meetings and/or emergency scene operations.

**Group Leader 1:** this position is in charge of a small group of individuals assigned to a certain task or location. The Group Leader will organize and direct the group to accomplish the tasks. Group Leaders can volunteer or be appointed by the CERT Captain. / **Group Members:** there can be up to five Group Members under one Group Leader. The Group Members will be in charge of accomplishing a specific task, in a specific location and will always work with a buddy. There can be as many groups as needed and as available.