



# Williamson County Voluntary Organizations Active in Disaster

COOPERATION | COMMUNICATION | COORDINATION | COLLABORATION

Williamson County Emergency Management Agency invites all organizations with an interest in mitigating and alleviating the impact of disasters in Williamson County to join VOAD, a consortium of voluntary organizations, governmental agencies, and businesses. Our mission is to promote cooperation, communication, coordination, and collaboration in an effort to foster more effective delivery of services to communities affected by disaster. While we are most active in response and recovery, we participate in all four phases of disaster management.

- Preparedness - planning, training, and educational activities performed to increase our capability to respond to a disaster
- Mitigation - actions taken to prevent or reduce the cause, impact, and consequences of disasters
- Response - activities that address the short-term, direct effects of an incident and include immediate actions to save lives, protect property, and meet basic human needs
- Recovery - long term activities that work towards restoring the community to pre-disaster norms or better

The Williamson County VOAD is a member of the Tennessee Voluntary Organizations Active in Disaster.

Membership with the Williamson County VOAD identifies your organization as an integral partner of the community supporting our work in response to disaster and helping with our communities' recovery efforts.

### **Some of our Goals:**

- Increase capacity to provide more efficient services to victims of disasters.
- Better response to disasters through cooperation, communication, coordination, and collaboration.
- Networking and sharing best practices with individuals and organizations active in disaster responses.
- Reduce or eliminate the adverse effect of natural, technological, and human-caused hazards on our socio economic and physical environments through preparedness, mitigation, and education.

**Please submit the below Letter of Commitment when filling out your membership form at**

### **For additional information, contact:**

Jill Burgin, External Affairs Officer  
Email: [jill.burgin@williamsoncounty-tn.gov](mailto:jill.burgin@williamsoncounty-tn.gov)

## 2022 Williamson County VOAD Membership Tiers

### Full Member

- Definition
  - 501(c)(3) organizations with a disaster response program and policy for commitment of resources (i.e. personnel, funds, equipment) to meet the needs of people anywhere in Williamson County affected by disaster without discrimination as to race, creed, gender or age.
- Expectations
  - Keep paperwork and contact information up-to-date.
  - Attend general VOAD meetings on a regular basis.
  - Participate in committee work and annual training exercise.
  - Utilize Charity Tracker to coordinate services to survivors in disaster.\*
- Benefits
  - Voting rights (1 per organization)
  - Logo on Williamson County VOAD website
  - Access to Charity Tracker client database to coordinate services in disaster.\*
  - Invitations to general meetings, access to meeting notes, and inclusion on the email distribution list.

### Affiliate Member

- Definition
  - Any organization within Williamson County with disaster planning and operations responsibilities or capabilities (including government agencies and nonprofits without 501(c)(3) exemption) but do not meet the requirements for full membership and/or do not have the capacity to be engaged on a regular basis.
- Expectations
  - Keep paperwork and contact information up-to-date.
  - Participation in annual training exercise.
  - Attend meetings and participate in committees as time and resources allow.
  - Utilize Charity Tracker to coordinate services to survivors in disaster.\*
- Benefits
  - Logo on Williamson County VOAD website
  - Access to Charity Tracker client database to coordinate services in disaster\*
  - Invitations to general meetings, access to meeting notes, and inclusion on the email distribution list.

### Corporate Partner

- Definition
  - Any business within Williamson County with a willingness to engage and support the VOAD's preparedness and response activities.
- Expectations
  - Provide support in one or more of the following ways:
    - Lend expertise to committees or meetings
    - Financial support
    - Attend trainings
    - Provide resources in disaster
  - Keep paperwork and contact information up-to-date.
- Benefits
  - Logo on Williamson County VOAD website (*as supporter*)
  - Ability to plug in to our network in disaster.
  - Opportunity to give back to the community.
  - Invitations to general meetings, access to meeting notes, and inclusion on the email distribution list.

\*Charity Tracker is for agencies and organizations that provide resources or services to survivors on an individual or household basis in the aftermath of disaster. Members that do not fall into that category will not have access to or be expected to use Charity Tracker.

## 2022 Williamson County VOAD Letter of Commitment

This memorandum of understanding contains the key guidelines to assuring members conform with decisions that are ethical and in accordance to known legal requirements.

\_\_\_\_\_ is making a commitment to the Williamson County Voluntary  
Name of Organization

Organizations Active in Disaster (VOAD) for calendar year 2022. This commitment is with the understanding that:

We are committed to the highest ethical standard and realize our success depends on the ethical conduct of everyone affiliated with the VOAD.

We are not designed for operational management, and the Williamson County VOAD itself is not a service delivery organization. VOAD members may offer services and resources during a disaster under their own direction and as their resources allow.

We are not intended to be a competing agency, but an umbrella organization of existing agencies. Each member organization maintains its own identity and independence yet works closely with other agencies to improve services and eliminate unnecessary duplication. As such, members of the Williamson County VOAD that deliver resources or services to survivors on an individual or household basis in the aftermath of disaster will use Charity Tracker as a central client intake system to coordinate relief efforts.

VOAD members promote coordination among members to facilitate access to available resources and services.

We are committed to the idea that the best time to prepare, train, and become acquainted with one another is prior to an actual event.

VOAD members will work to increase their internal capacity to be ready to respond as indicated in this Letter of Commitment.

We agree to communicate honestly and openly and avoid misrepresentation while exhibiting respect and fairness toward all with whom we come in contact. We promote a working environment where honesty, open communication and minority opinions are valued.

We will value, champion, and embrace diversity in all aspects of our activities; respecting others without regard to age, race, ethnicity, skin tone, sex, gender, sexuality, religion, ability, and socioeconomic status.

VOAD members agree to abide by the Williamson County VOAD core values of cooperation, communication, collaboration, and coordination.

We will ensure that all confidential, privileged, or nonpublic information is not inappropriately disclosed.

By signing this letter of commitment, the organization commits to the work of the VOAD and contributes to the highest functioning of its members.

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
VOAD Representative's Printed Name

\_\_\_\_\_  
CEO, Executive Director, or Board Chair Printed Name  
(If applicable)

\_\_\_\_\_  
VOAD Representative's Signature

\_\_\_\_\_  
CEO, Executive Director, or Board Chair Signature  
(If applicable)