Member Roles and Responsibilities

The Federal Emergency Management Agency (FEMA) Youth Preparedness Council provides a unique opportunity for youth leaders to serve on a highly distinguished national council, share their perspectives with FEMA staff and leadership, and network with peers across the country. Being selected to serve on the Youth Preparedness Council is an honor, but it is also a significant responsibility that requires dedication and time management skills.

This document outlines the roles and responsibilities of Youth Preparedness Council members. While we have high expectations of council members, we are also here to support you. Do not hesitate to reach out at any time by emailing FEMA-Prepare@fema.dhs.gov.

Time Commitment

Being a Youth Preparedness Council member is a rewarding and exciting experience, but it is also time-intensive. Council members must use time management skills to balance school, extracurricular activities, and their participation on the council.

Youth Preparedness Council members are expected to serve for one year. Each program year begins in July with the Youth Preparedness Council Summit. If members do not fulfill the requirements outlined here, FEMA may excuse the member from participating.

Roles

YPC members have several roles, and are expected to meet the following expectations:

Project Developers

Throughout their year on the council, all YPC members will work with a small group to develop preparedness projects. They will work as a team to identify preparedness challenges, develop and justify responses, and present their proposals at the Youth Preparedness Council Summit. Project assignments consider members’ specific interests and experiences as well as FEMA’s preparedness priorities.

Preparedness Champions

Youth Preparedness Council members communicate the importance of preparedness in their local communities and on a national level by participating in promotion activities such as conferences, public events, small-group discussions, social media, news stories, articles, and more.

Council members regularly meet with FEMA and our partners to share their insights and opinions on youth preparedness efforts and initiatives.

Team Leads and Mentors

Additionally, as project development begins, several Youth Preparedness Council members will be selected to serve as Team Leads. Team Leads have additional responsibilities and may be expected to attend separate meetings with FEMA representatives. Additional responsibilities include coordinating team meetings and communication, setting goals and milestones, liaising with Youth Preparedness Council staff leadership, and monitoring team progress.

Team Leads must be able to accommodate an additional time commitment to accomplish these tasks.
Logistics and Other Responsibilities

**FEMA Contacts**

YPC members will primarily work with FEMA’s Individual and Community Preparedness Division (ICPD) Youth Preparedness Council Coordinator while completing their team projects. Additionally, FEMA regional staff may aid council members from their region.

As part of ICPD’s child safeguarding guidance, FEMA staff and contractors will include two adults in all communications.

**Email Communication**

Email is the primary method of communication used for the Youth Preparedness Council. Each council member must have access to an email account and be committed to checking it regularly.

**Conference Calls**

Members are required to participate in mandatory calls. Calls are hosted on Zoom videoconferences. However, communication is not limited to these calls. Members are encouraged to communicate with FEMA and their fellow council members as needed.

- **Bimonthly YPC Calls (all members):** Council members attend calls every other month. These calls allow members to provide updates on their projects, pose questions to FEMA staff, and provide feedback to other members based on their experiences. Members will also, at times, lead and present during calls. Calls will take place in September, November, January, March, and May with an additional call in June to prepare for the annual Youth Preparedness Council Summit in July.

- **Individual Team Calls (all members):** Team Leads will act as their respective project teams’ point-of-contact. They will conduct bi-monthly meetings to discuss project status, prompt submission of monthly activity logs from their teammates, and ensure deliverables are submitted on time.

- Members are permitted to miss one Youth Preparedness Council call per year. If members need to miss a call, they must send an email to the FEMA National Youth Preparedness Council team beforehand.

**Communications and Safeguarding**

FEMA cares about the safety of Youth Preparedness Council members. A parent/guardian of each YPC member will be asked to complete a communications preference form. This form outlines the various forms of communication that will be used during members’ time on the YPC and provides parents/guardians the opportunity to elect whether to be copied on this communication. Completion of this form is required for participation on the Youth Preparedness Council.

**Monthly Activity Logs**

YPC members are required to submit monthly logs to the National Youth Preparedness Council Coordinator via email. Monthly logs describe the progress Youth Preparedness Council members have made on their projects over the past month and flag any challenges they have faced. These activity logs should also capture community activities completed by YPC members during the previous month. Logs are due no later than the 5th of the following month (e.g., the March log is due April 5th).
YPC Summit

Attendance is mandatory for all YPC members. Please note that the 2022 Youth Preparedness Council Summit will be held virtually in July. The Youth Preparedness Council Summit provides an opportunity for council members to meet FEMA representatives and council teammates, start thinking about their projects for the year, and learn more about FEMA’s organizational structure and basic project management skills. Sessions during the Youth Preparedness Council Summit cover a range of topics. In some sessions, Youth Preparedness Council members are given the opportunity to share their ideas and questions with FEMA and community partners. In other sessions, new members prepare for the projects they will develop during their time on the Youth Preparedness Council.

Core Values

YPC members are expected to uphold FEMA’s core values of compassion, fairness, integrity, and respect while serving on the Youth Preparedness Council. FEMA may ask members to leave the Youth Preparedness Council at any time for inappropriate behavior.