



YPC Member Roles and Responsibilities

The national Youth Preparedness Council (YPC) 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 national YPC is an honor and it is also a significant responsibility that requires dedication and time management.

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

Core Values

YPC members are expected to uphold FEMA's core values of compassion, fairness, integrity, and respect. FEMA may ask members to leave the YPC at any time for inappropriate behavior.

Time Commitment

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

National YPC members are expected to serve for one year. Members are selected and undergo an onboarding process in the spring. Each program year begins in July. Throughout the year, members work in teams and individually on various preparedness projects. In addition to work completed by their project teams, members are expected to attend six (6) mandatory 1-hour council meetings and optional office hours each month, as well as meet with their team members to complete a project.

If national YPC members do not fulfill the requirements of the council, as outlined in this document, FEMA may excuse them from participating in the council and/or the YPC Summit.

Roles

National YPC members serve in several roles. They are asked to meet the following expectations:

Project Developers: Throughout their year on the council, all national YPC members work with a small group to create preparedness projects. They work as a team to identify preparedness challenges, develop and justify responses, and present their proposals. Specific project assignments are based on members' interests and experiences as well as FEMA's preparedness priorities.

Preparedness Champions: National YPC members communicate the importance of preparedness in their local communities and on a national level by participating in promotional activities such as conferences, public events, small-group discussions, social media, news stories, articles, and more. Council members may also meet with FEMA and our partners to share their insights and opinions on youth preparedness efforts and initiatives.

Team Leads and Mentors: As project development begins, several national YPC members will be selected to serve as Team Leads. Team Leads have additional responsibilities beyond those of other team members, 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 YPC staff, and monitoring team progress. Team Leads are responsible for conducting team meetings to discuss project status, prompting submission of monthly activity logs





from their teammates, and ensuring deliverables are submitted on time. Team Leads must be able to accommodate an additional time commitment to accomplish these tasks.

Reporting

Monthly Activity Logs

National YPC members are required to submit monthly activity logs to the national YPC Coordinator. Monthly logs describe progress YPC members have made on their projects and flag challenges. These activity logs also capture other preparedness activities completed by YPC members during the previous month.

Logs are due no later than the 5th day of the following month (e.g., the March log is due April 5th). Members may be removed from the national YPC if monthly logs are not submitted on time.

YPC Summit

The YPC Summit is a biennial celebration for incoming and graduating YPC members. The next YPC Summit will be held in July of 2025. Members selected for the 2024 YPC will be invited to attend this event as graduating members. Attendance is mandatory for all YPC members. The specific dates of the Summit will be provided as the event draws nearer. Travel accommodations will be coordinated and funded by FEMA.

The YPC Summit provides an opportunity for council members to meet FEMA representatives and council teammates, share projects they have developed, and learn more about FEMA's organizational structure and about basic project management skills. Sessions held during the YPC Summit cover a range of topics. In some sessions, YPC 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 YPC.

Each YPC member must be accompanied to the YPC Summit by a parent/guardian or parent-approved chaperone. In accordance with federal travel regulations, FEMA will pay for transportation, lodging, and meals for each YPC member and one parent/guardian/chaperone.

Members who do not fulfil council responsibilities may be released from the council and/or not invited to participate in the YPC Summit.

Communication and Logistics

FEMA Contacts

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

Email Communication

Email is the primary method of communication used for the national YPC. Each council member must have access to an email account and be committed to checking it regularly. As part of ICPD's child safeguarding measures, FEMA staff and contractors will include two adults in all communications with YPC members.

Conference Calls

Members are required to participate in mandatory calls, which are hosted through the Zoom platform. Communication is not limited to these calls. Members are encouraged to communicate with FEMA and their fellow council members as needed.





- **Bimonthly YPC Meetings (all members):** Council members attend Zoom 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 may also lead and present during calls. Calls will take place in September, November, January, March, and May with an additional call in July to wrap up the program year.
- **Individual Team Calls (all members):** Team Leads act as their respective project teams' point-of-contact. They conduct bimonthly 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 YPC meeting per year. If members need to miss a call, they must send an email to the FEMA National YPC Coordinator beforehand. Failure to notify FEMA about missing meetings may result in dismissal from the council.

Communication Preferences and Child Safeguarding

FEMA cares about the safety of all youth, including YPC members. At the beginning of the program year, a parent/guardian of each national 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 national YPC and provides parents/guardians the opportunity to elect whether to be copied on email communication. Completion of this form is required for participation on the national YPC.

