

Region III Regional Advisory Council Charter

Purpose

This Charter delineates the membership and standard operating procedures for the Region III Regional Advisory Council (RAC).

Committee Official Designation

The Federal Emergency Management Agency (FEMA) Region III Regional Advisory Council (RAC)

Authority

The RAC is authorized under section 507 of the Homeland Security Act of 2002 (Pub. L. 107-296), as amended by section 611 of the Post-Katrina Emergency Management Reform Act of 2006, as set forth in the Department of Homeland Security Appropriations Act of 2007 (Pub. L. 109-295)(hereinafter referred to as “Section 507”), which directs the Regional Administrator of FEMA to establish the Regional Advisory Council.

Mission

The mission of the RAC is to ensure effective and ongoing coordination of preparedness, protection, response, recovery, and mitigation efforts for all hazards within Region III by serving as a mechanism for the Regional Administrator to obtain advice on FEMA policies and program activities. This includes an open-ended dialogue with RAC members that seeks to actively incorporate their advice and feedback on emergency management and response.

Scope

The scope of the RAC is to provide advice to the Regional Administrator on a variety of topics, including:

- Documents that detail the priorities, goals, and activities of FEMA Region III, such as the Annual Business Plan;
- Preparedness, protection, response, recovery, and mitigation strategies, policies, and programs as they relate to Region III;
- Support efforts of FEMA Region III to achieve priorities outlined in business plan;
- Review and provide feedback on the progress of the FEMA Region III business plan; and
- Other items as identified and agreed upon by the RAC.

Connection to Annual Business Plan

The RAC supports the Regional Administrator's Priority to develop and Implement a Stakeholder Engagement and Outreach Strategy. The RAC promotes information-sharing, increases collaboration, and facilitates relationships within and among local, State, and Federal agencies. The Annual Business Plan will include activities associated with the RAC.

Connection to other Regional and Headquarters Based Committees

National Advisory Council

RAC activities and recommendations can be presented to the National Advisory Council (NAC) Coordinator for dissemination to the NAC and for possible discussion at quarterly meetings. As part of the NAC agenda, the NAC receives updates from all Regional Advisory Councils. The Region III Regional Advisory Council Coordinator sends RAC recommendations and/or issues to the NAC coordinator for incorporation and review at the NAC meetings.

The Chair and Vice Chair of the RAC are also encouraged to interact with the Chair and the Vice Chair of the NAC. Additionally, the Region III Regional Advisory Council Coordinator will provide information on NAC meetings that are accessible to RAC members, such as public discussions that occur via teleconference.

The RAC coordinator will liaise with the NAC Coordinator regarding meetings, activities and actions of the NAC and also provide meeting minutes/notes from such to RAC members. Additionally, the RAC Coordinator will participate in NAC quarterly meetings.

Regional Interagency Steering Committee

The Regional Advisory Council will hold its in-person meetings in conjunction with the Regional Interagency Steering Committee (RISC) to foster coordination and collaboration on items of mutual interest/benefit.

The RAC will provide feedback to and keep the RISC informed of its discussions and efforts via the RAC Coordinator who will liaise with the RISC Coordinator. The RAC will present applicable discussion items/recommendations to the RISC Executive Committee for consideration/action.

RAC Organization and Operations

Regional Advisory Council Membership

The RAC brings together subject matter experts that represent each domain of the emergency management lifecycle: protection, preparedness, response, recovery, and mitigation. To the extent practicable, the membership will be geographically and professionally diverse. RAC members should develop and maintain a professional network in order to communicate and obtain feedback on the activities of the RAC.

The RAC consists of approximately thirty members appointed by and serving at the pleasure of the FEMA Region III Regional Administrator. The list below represents types of individuals called upon to participate in the RAC:

- State Emergency Management Directors
- Urban Area Security Initiative Core City Designees
- Rural area representative
- Fire Services representative
- Emergency Medical Services representative
- Local Law Enforcement representative
- State Law Enforcement representative
- Public Works representative
- IAEM Region III representative
- Education representative
- Volunteer Groups representative
- Hospital representative
- University Research representative
- The Adjutant General representative
- Public Health representative
- Local/County Government representative
- Elected Official

As appropriate the RAC will extend invitations to members of the Chamber of Commerce or other appropriate business associations to attend meetings as special guests.

The State Emergency Management Directors and Urban Area Security Initiative City Designees hold permanent positions on the RAC.

For other members, the term of office is 2 years from the date of appointment.

Membership terminates at the end of the individual's term or when the individual is no longer affiliated with the organization for which he/she was associated with at the time of appointment to the RAC.

Members serve on a voluntary basis and are not compensated by FEMA for participation.

In the event that the RAC ceases to exist, all appointments terminate.

Regional Advisory Council Governance

Chair: The Chair is selected from among the members of the RAC annually in January via a majority vote of the membership. The Chairperson or their designee, in consultation with the Regional Administrator, shall approve the agenda for and chair meetings.

Vice Chair: The Vice Chair is selected from among the members of the RAC annually in January via a majority vote of the membership. The Vice Chair acts in the absence of the Chair.

Subject Matter Experts: A subject matter expert is a person who has demonstrated a high level of expertise in a particular field. The RAC may include Subject Matter Experts on subcommittees and working groups to enhance understanding of a particular discipline or initiative. The Subject Matter Expert category is open to a wider variety of individuals who can contribute to the RAC's objectives. Subject Matter Experts shall participate by invitation of the Regional Administrator, in consultation with the Chair.

Proxies: RAC members may designate a proxy to act on their behalf. The proxy will be granted all rights given to RAC members for the purpose of the Council.

Change Management: Changes to this Charter are to be presented to the RAC for consideration. Once agreement (by majority vote) is reached to accept, reject or alter the change request, the Charter will be amended, signed and dated by the current Chair and Regional Administrator and subsequently disseminated to the RAC membership.

Estimated Number and Frequency of Meetings

The RAC will meet in-person at least two times per year in conjunction with the RISC. Generally, one meeting will be held in Philadelphia and the other will be at a different location within the Region.

Upon notice to all members, the Chairperson, in consultation with the Regional Administrator, may conduct additional meetings via and telephone and/or video conferencing.

Working Groups

The RAC Chair, in consultation with the Regional Administrator, may establish working groups for any purpose consistent with this charter. Working Groups may exist on a permanent or episodic basis to address specific issues and topics and must have a specific deliverable, such as a concept paper, report, or briefing associated with their establishment.

Working Groups must consist of at least two RAC members and may also include Subject Matter Experts.

Working Groups have no authority to make decisions on behalf of the RAC and may not work independently of the chartered RAC. These groups must report their recommendations and advice to the RAC for full deliberation and discussion.

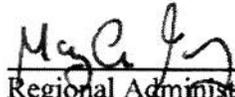
Estimated Annual Operating Costs

The estimated annual operating costs of the RAC to cover Invitational Travel and Meeting Space are \$30,000. This cost is borne by FEMA Region III.

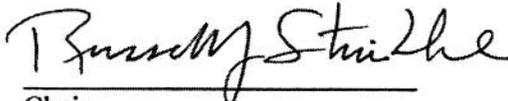
Administrative Support

FEMA Region III will provide administrative support for the RAC through the RAC Coordinator.

FEMA Region III Regional Advisory Committee Charter approved by Chartering Official:


Regional Administrator

1/24/11
Date Signed


Chair

1/24/2011
Date Signed