

NORTH CAROLINA EMERGENCY MANAGEMENT ASSOCIATION

COMMITTEE DUTIES & ASSIGNMENTS

Executive Committee

Duties: The Executive Committee shall be the governing body of the Association and shall have the authority to take appropriate measures required to accomplish the goals and objectives of the Association. The Executive Committee shall, by issuing rules, establish a formal procedure for the conduct of the affairs of the Association in accordance with the provisions of the constitution and by-laws. If, in the Committee’s opinion, a question must have the approval of the membership, the Executive Committee may call a special meeting of the Association membership or allow for voting at any normally scheduled general membership meeting. The Executive Committee shall establish representatives and ad hoc committees on a case-by-case basis to further the purposes of the Association. The Executive Committee shall supervise the activities of the Executive Director.

Chairman: Scott Garner (Brunswick EM).....NCEMA President

Members: Karyn Yaussy (Catawba EM)..... NCEMA 1st Vice President
Brent Fisher (Nash EM).....NCEMA 2nd Vice President
Scot Brooks (Moore EM).....NCEMA Past President
Robin Shaver (Stanly EM).....NCEMA Secretary
Suzanne Hamby (Wilkes EM).....NCEMA Treasurer
Jerry VeHaun (Buncombe EM).....NCEMA SERC Representative
Gene Booth (Cumberland EM).....EBO
Mary Beth Newns (Currituck EM).....EBO
Larry Smith (Harnett EM).....CBO
Shane Seagroves (Lee EM).....CBO
Daniel Roten (Alleghany EM)..... WBO
Robin Caldwell (Cherokee EM).....WBO
Gordon Deno (Wilson EM).....NCEMA Chaplain

Awards Committee

Duties: Responsible for the development of award competition guidelines, membership notification soliciting award nominations, review of recommendation packages, selection of recipients, and presentation of awards at the Association’s Fall Conference. The committee will determine the recipients of awards in accordance with standard selection criteria and guidelines approved by the Executive Committee and the general membership of the Association. If, in the opinion of the Awards Committee, an awards category receives no nominations which meets the established standard, the committee may decide that no award be presented for this category.

Membership shall consist of ten members total; three local emergency management agency members elected from each branch (Central, East and West) and a Chairman who will be appointed at large by the President to facilitate the Committees duties and only vote in the case of a tie.

Chairman: Jordan Rink (Blue Ridge Emergency Preparedness Group, LLC)

Members: Ann Keyes (Washington EM).....EBO
Roger Dail (Lenoir EM).....EBO
Stacie Miles (Onslow EM).....EBO
Alton Hanes (Davidson EM).....CBO
Donovan Davis (Randolph EM).....CBO
Shane Seagroves (Lee EM).....CBO
Daniel Roten (Alleghany EM)..... WBO
Jimmy Brissie (Henderson EM)..... WBO
Robin Caldwell (Cherokee EM)..... WBO

Constitution and By-Laws Committee

Duties: Responsible for the periodic review of the governing rules of this Association; in order to ensure the document truly reflects the organization's structure and activity. Monitor adherence to provisions of the constitution and by-laws and review administrative policies and procedures with the Executive Committee for consistency to the constitution and by-laws. Receive, review and evaluate proposed changes to the constitution and by-laws as either (1) submitted by the Association's membership, (2) requested by the Executive Committee, (3) necessitated by outside influences, such as changes in laws or other instruments that supersede the organization's authority or (4) determined by the committee to be in the best interests of the organization. Prepare and submit to members a consolidated listing of proposed changes to the constitution and by-laws at least ten days in advance of any general membership meeting. During general membership meetings, present all proposed changes to the constitution and by-laws to the Association for consideration and vote for adoption.

Chairman: Karyn Yaussy (Catawba EM)...WBO

Members: Bradley Kinlaw (Bladen EM).....EBO
Justin Gibbs (Hyde EM).....EBO
Don Campbell (Guilford EM).....CBO
Kevin Madsen (Johnston EM).....CBO
Jason Burnett (Cabarrus EM).....WBO
Michael Tobin (Mecklenburg EM).....WBO

Legislative Committee

Duties: Develop, monitor, and maintain the legislative priorities of the Association; coordinate legislative strategy sessions to help define the Association's legislative agenda; and prepare and promote the Association's legislative agenda. Remain aware of all proposed legislation at the federal, state and/or local level that may impact emergency management activities or the goals of the Association. Make recommendations to the Executive Committee, and/or the membership, regarding Association positions relative to legislative issues and request action by the members, as appropriate. Maintain liaison with state and federal legislators and appropriate associations, committees, and task forces in matters relating to emergency management. Provide education information to federal and state legislators pertaining to issues important to the emergency management program. Draft legislation and testify for or against legislation as appropriate and as directed by the Association; informing the President prior to taking any direct action with the state legislature or Congress. This committee will also coordinate with emergency management organizations at the national level in support of the emergency preparedness program.

Chairman: Brian Short (Vance EM).....CBO

Members: Drew Pearson (Dare EM).....EBO
Christy Saunders (Pasquotank/Camden EM).....EBO
Rebecca Gay (Currituck EM).....EBO
David Marsee (Durham EM).....CBO
Donald Moye (Union EM).....WBO
Greg Shuping (Haywood EM).....WBO
Steve Langer (Cabarrus EM).....WBO
Eric Griffin (NCEMA Associate member) (UNC-W)
Zach Smith (NCEMA Associate member) (UNC-G)

Membership Committee

Duties: Make recommendations concerning the development and maintenance of a strong, active membership and actively seek new members in all membership categories of the Association. Committee members will oversee Association marketing strategies in order to increase membership and will provide information to other agencies, associations, businesses, and individuals regarding the significant role the Association plays in furthering effective "emergency management" throughout our State.

Co-Chairman: Shane Seagrove (Lee EM) and Larry Smith (Harnett EM).....CBO and CBO

Members: Ann Keys (Washington EM).....EBO
Gene Booth (Cumberland EM).....EBO
David Marsee (Durham EM).....CBO
Roylin Hammond (Scotland EM).....CBO
David Breedlove (Swain EM).....WBO
Ricky Lancaster (Clay EM).....WBO
Jordan Rink (NCEMA Associate member) (Blue Ridge Emergency Preparedness)

Nominating Committee

Duties: Select capable, qualified candidates for nomination as elected officers of the Association. Solicit nominees from the membership, confirm interest and qualifications of all candidates, and compile a slate of contenders prior to the general membership meeting conducted in conjunction with the Fall Conference. During the Fall general membership meeting; present candidate listing to Association President, who will accept nominations from the floor, and conduct the election in accordance with Robert's Rule of Order. Current elected officers of the Association are excluded from serving as members of the Nomination Committee.

Membership shall consist of seven (7) active members; two members each from the three NC/EM Branches plus one member at large.

Chairman: Kenneth Teague (Caldwell EM).....WBO

Members: Christy Saunders (Pasquotank/Camden EM).....EBO
Jen Sawyer (Carteret EM).....EBO
Mattie Caulder (Robeson EM).....EBO
Jim Groves (Orange EM).....CBO
Michelle Brock (Forsyth EM).....CBO
Todd Dillard (Jackson EM).....WBO

Program Committee

Duties: Plan, coordinate and develop the agenda for all Association sponsored state-wide conferences. The Committee will be responsible for all facets of the conference activities; including topics, schedule, speaker identification and support, program document design and the coordination of any training or seminars offered in conjunction with the conferences. The committee will also participate, as requested by the Executive Committee, in developing the program for any other Association sponsored events.

Chairman: Angie Ledford (Buncombe EM).....WBO

Members: Gene Booth (Cumberland EM).....EBO
Kristen Skinner (New Hanover EM).....EBO
Debbie Hatfield (Alamance EM).....CBO
Doug Logan (Granville EM).....CBO
Jim Groves (Durham EM).....CBO
Leslie O'Connor (Durham EM).....CBO
Cathy Coomer (Buncombe EM).....WBO
Abby Cameron (NC/EM – Raleigh)
Brian Parnell (NC/EM – EBO)
Chris Call (NC/EM – Raleigh)
Gary Jones (NC/EMA Lifetime Member)
Jason Stogner (NCEMA Associate Member) - WSSU
Michelle Tuck (NC/EM – Raleigh)
Norma Houston (NCEMA Associate member) (UNC-CH)
Tiawana Ramsey (NC/EM – WBO)

Site Committee

Duties: Select a site for the Spring and Fall Conferences, in the best interest of the membership. On a year-to-year basis, consideration should be given to rotate conference placement among differing geographic sections of the State; in order to both afford a variety of locations for attendees and preclude recurring lengthy travel for any particular membership group. The committee will also participate, as requested by the Executive Committee, in identifying locations and facilities for other Association sponsored events.

Chairman: Suzanne Hamby (Wilkes EM).....WBO

Members: Jerri King (Lenoir EM).....EBO
Mel Powers (Wayne EM).....EBO
David Marsee (Durham EM).....CBO
Michelle Brock (Forsyth EM).....CBO
Daniel Roten (Alleghany EM).....WBO
Jerry VeHaun (Buncombe EM).....WBO

Technology/Communications Committee

Duties: The duties of the Technology/Communications Committee shall be to serve the Association leadership and membership as a focal point for technology /communications issues and information dissemination; utilizing both existing and emerging technology relative to the emergency management community. The committee will establish a network bringing together emergency management practitioners and allied professionals to enhance and improve the provision of emergency management services to their respective constituencies. The committee will manage and maintain the Association Website and Social Media accounts to ensure the information distributed is timely and useful for the benefit of the Association's membership. In conjunction with the Program Committee, develop and/or coordinate technology and subject matter updates and activities for inclusion in all conference programs. Provide reasonable technical assistance to members. Report on emerging technology relative to emergency management at the general membership meetings held in conjunction with Conferences. Develop and distribute relevant time sensitive emergency management news items directly to Association members, as appropriate.

Chairman: Darshan Patel (Wake EM).....CBO

Members: Mary Beth News (Currituck EM).....EBO
Rebecca Gay (Currituck EM).....EBO
Doug Logan (Granville EM).....CBO
Jason Reavis (Vance EM).....CBO
John Shelton (Surry EM).....CBO
Mel Sadler (Forsyth EM).....CBO
Angie Ledford (Buncombe EM).....WBO
Carla Bissette (NC/EM – Raleigh)
Charles Smith (New Hanover PIO)
Danny Gee (NC/EM – WBO)
Eric Griffin (NCEMA Associate member) (UNC-W)
Jeremy Jernigan (NCEMA Associate member)
Tiawana Ramsey (NC/EM – WBO)

Training Committee

Duties: In coordination with the North Carolina Division of Emergency Management; develop and implement a statewide training and education program to enhance emergency management knowledge and professionalism throughout the State's emergency response community. Provide information to the membership on training opportunities and other subjects of interest related to training. Encourage the development of an instructor cadre within the membership to facilitate intergovernmental training and the utilization of shared resources. In conjunction with the Certification Committee; promote the inclusion into the State's annual training program those courses comprising the certification program curriculum.

Chairman: Michelle Brock (Forsyth EM).....CBO

Members: Scott Garner (Brunswick EM).....EBO
Teresa Smith (New Hanover).....EBO
David Marsee (Durham EM).....CBO
Doug Young (Person EM).....CBO
David Breedlove (Swain EM).....WBO
Todd Dillard (Jackson EM).....WBO
Bill Gentry (NCEMA Associate member) (UNC – CH)
Gregory Palmer (NCEMA Associate member) (Team Rubicon)
Jason Marshburn (NCEMA Associate member) (UNC-ASU)
Jeremy Knighton (Asheville FD)
Jordan Rink (NCEMA Associate member) (Blue Ridge Emergency Preparedness)
Michelle Tuck (NC/EM – Raleigh)
Ross Patterson (NCEMA Associate member) (Salvation Army)
Tim Byers (NC/EM – CBO)