



AHEAD OF THE WAVE

**ATTACHMENT B
CASCADIA REGION EARTHQUAKE WORKGROUP (CREW)**

TYPICAL DUTIES OF THE ADMINISTRATOR FOR CREW

CREW Board meeting coordination:

- Coordinate and participate in CREW meetings.
- Operate remote conferencing equipment at meetings.
- Provide administrative support, including the cost of electronic and other subscriptions necessary to that support.

Coordination with FEMA and Earthquake Consortia and State Program Managers:

- Attend state and national FEMA and Earthquake Manager related meetings via phone or in-person.
- Oversee states assistance funds and projects in coordination with emergency management personnel for each state.

Education and Outreach and Media relations:

- Serve as lead spokesperson for CREW and/or coordinate media and legislative opportunities for CREW board members to serve as spokesperson.
- Maintain social media presence and/or oversee contractor to maintain social media presence.
- Coordinate Education and Outreach events with Directors and support such events as needed.
- Keep board informed of upcoming opportunities for CREW to present at public forums.

CREW Yearly Work Plan and contractor coordination and contract reporting:

- Negotiate contract with subcontractors to perform work shown in yearly work plan.
- Oversee work of contractors to ensure that deliverables are consistent with scope of work.
- In conjunction with the officers and the Board, prepare and submit reports on progress of CREW projects set out in the Scope of Work. Prepare and submit any required Scope of Work reports.
- Prepare and file timely reports as required by FEMA on consultation with the Board of Directors (Directors).

Records Maintenance:

- Assure that all documents retained can be accessed accurately.
- Retain copies of travel vouchers and receipts for three years.
- Work with treasurer to process payments for contractors in a timely manner.
- Retain final versions of official documents with version numbers and dates.
- Retain copies of documents showing allowable expenses and why they were allowed. Prepare and maintain budget documents as directed by the officers.
- Prepare and maintain budget documents as directed by the officers.

Records Maintenance (con't):

- Review QB entries and reconcile checking account in cooperation with CREW treasurer and accountants.
- Work with treasurer to ensure that yearly tax filings are accurate and filed on time.
- Develop and update CREW policies to meet best operating practice for non-profits.
- Work with secretary of the board of CREW to maintain all necessary filings for non-profit status are current with state and federal agencies.
- Maintain current lists of members, directors and officers, including contact information.
- Coordinate mailings from CREW to stakeholders. If using US Postal Service obtain a receipt for each expenditure.

For Additional Information, Contact:

Ines Pearce, CREW President
info@pearceglobalpartners.com
877-898-9747 ext. 1