

Establishing a Resilience Committee

Brainstorming Worksheet

The RAFT | Resilience Adaptation Feasibility Tool



RESILIENCE ACTION CHECKLIST ITEM:

Step 1 – Insert your resilience action checklist item to ground the brainstorming process in the goals set by The RAFT Implementation Team.

BRAINSTORMING SPACE:

Step 2 – Using the questions below, brainstorm parameters for the Resilience Committee with a group of relevant stakeholders (i.e. Town/County Manager, Planning Staff, Emergency Management Staff, engaged residents, etc.).

1 - Establishing the Committee's Role and Scope

What is the role of the committee in moving resilience forward?

- *Should the committee be formal or informal?*
- *How might other scales of government (towns, counties, PDC) plug into this?*
- *Who might represent historically excluded and underrepresented populations (i.e. key community organizations)?*

Possible ideas:

- *To make recommendations on resilience efforts and projects to the Town Council or County Board of Supervisors.*
- *To serve as a working committee that tackles specific resilience projects.*
- *To support formation of town ordinances.*
- *To liaise with members of the community and network with other groups.*
- *To build capacity of historically excluded and underrepresented communities and individuals to participate in resilience planning.*

What is the scope of resilience issues or projects that the committee will consider?

Possible ideas:

- *Policy, leadership and collaboration*
- *Risk assessment and emergency management*
- *Infrastructure resilience; planning for resilience*
- *Community engagement, health and well-being*

Your Opportunities List has ideas for each of these categories, drawing on your Hazard Mitigation Plan and The RAFT Scorecard findings.

2 - Committee Formation

How will the committee be constituted?

- *Open application process?*
- *Another kind of appointment process?*

Who should be targeted to join?

- *People who are most impacted by issues of resilience?*
- *People or entities who may be most affected by resilience efforts?*
- *People with specific technical knowledge or expertise?*
- *Liaisons with decision makers, town/county staff and/or elected officials?*
- *Individuals who serve historically marginalized and socially vulnerable communities?*
- *Representatives of historically excluded and underrepresented populations?*

What is an effective committee size for your community? (Suggested range is 7-20 people)

3 - Committee Structure

What is the time commitment expected of committee members?

How often would the committee be able to meet without participants burning out (i.e. monthly, every other month, quarterly)?

Is there work outside of participating in meetings for committee members (work groups/task forces)? If so, what is the time commitment and responsibilities?

- *Note: it may be helpful to brainstorm and formally draft a job description.*

Will the committee be chaired or co-chaired?

Will there be a secretary to record and disseminate notes?

Will there be someone to serve as a liaison with town staff/council members who presents updates at town council meetings?

Are there other roles or methods of work that would be important to the committee's functioning and success (i.e. striving for consensus)?

EMERGING FRAMEWORK:

Step 3 – Once you have worked through the questions in the brainstorming space above, document key decisions reached about the body’s envisioned structure, role, and processes.

Role:

Scope of Work:

Formation:

Membership, including a list of potential members:

Leadership:

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