



New York State Voluntary Organizations Active in Disaster (NYVOAD)

v. October 10, 2019

COAD ANNUAL CHARTER

This Charter, entered on (date), by and between New York Voluntary Organizations Active in Disaster, hereinafter referred to as “NYVOAD”, and (*Full COAD Name*), hereinafter referred to as (*COAD Abbreviation*), and collectively known as the “Parties” for the purpose of establishing an annual charter for disaster lifecycle operations in (*County/ies*). NYVOAD is the sole licensed expression and operating entity of the National VOAD movement in the State of New York – and the principal Coordination, Collaboration, Communication & Cooperation body between the nonprofit disaster human services or faith sectors and county emergency managers, the Division of Homeland Security & Emergency Services and FEMA Region II.

Mission

This charter, renewable annually, has been established to identify (*COAD Abbreviation*) as the sole expression and operating entity, in good standing, of the National VOAD (NVOAD) movement in the State of New York, having jurisdiction within (Name County/ies) counties. As NYVOAD is the sole NVOAD and government recognized nonprofit and community-based organization coordinating body for Emergency Support Function 6 (ESF6) in New York State. NYVOAD therefore charters (*COAD Abbreviation*) as NYVOAD’s operational partner in (*County/ies*) for the year (Year).

Note: Charters are renewable annually, under the following terms: timely payment of dues (applied only to NYVOAD Members, not COADs), signed NVOAD Points of Consensus and Guidelines on all recovery functions, remains responsive to NYVOAD communications, appoint a chair or designate to attend and participate in semi-annual conference calls with the NYVOAD Board of Directors and other COAD chairs - and, when applicable, submitting timely SitReps and other activation related documents to NYVOAD.

Responsibilities and Obligations

The Parties agree to the terms of this charter between NYVOAD and (*COAD Abbreviation*) to establish best practices, procedures, capabilities and capacities to build resilience and respond to the humanitarian needs of all residents of New York State when activated. In compliance with the Incident Command Systems (ICS), National Response Framework, National Recovery Framework and/or mutual aid.

NYVOAD Obligations:

- Inform COAD Chairs of all National VOAD member organizations who wish to activate in their jurisdiction.
- Inform COAD Chairs of all National VOAD member organizations who are active in *their jurisdiction*.
- Ensure NVOAD members, deployed to *support a COAD*, follow the NVOAD Points of Consensus and Guidelines and collaborate with NVOAD to rectify lack of compliance.
- Maintain a current list of all chartered COADs on the NYVOAD website.
- Maintain regular communications with COAD chairs and facilitate support needed, when capable.
- Facilitate inter-COAD coordination.
- Recognize and support the enforcement of local Points of Consensus, when applicable, which are not in conflict with NVOAD Points of Consensus.



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COAD Obligations:

- Provide documentation of COAD Charter to county Emergency Management.
- Copy the NYVOAD Office on all governance meetings, trainings and activations.
- Submit SitReps, Damage Assessments and Unmet Needs Data to NYVOAD every report cycle.
- Assume full responsibility to govern your COAD under the laws of New York State and within the Points of Consensus and Guidelines of National VOAD.

- Adhere to the following NYVOAD standards and practices;
 - Sign & Submit the Annual NVOAD POC & Guidelines Agreement Document
 - The Chair must remain responsive to NYVOAD communications
 - The Chair (or designate) must attend and participates in semi-annual conference calls with the NYVOAD Board and other COAD chairs
- And utilize the:
 - NYVOAD Activation Guidelines
 - COAD Activations Guidelines
 - NYVOAD Situation Report Template (and timely submission)
 - Recognize, support, and report all legitimate “sub-county” COADs in good standing in your jurisdiction.

Governing Standard

This Charter shall be governed by and construed in accordance with the Points of Consensus and Guidelines established by National VOAD and its members.

Authorization and Execution

The signing of this charter does not constitute any legally binding undertaking, the parties are entering into an agreement to recognize one another’s jurisdiction and responsibilities therein – and, is signed by the Chair, NYVOAD Board of Directors and the Chair, of *(COAD Abbreviation)* and shall be effective for 13 months from the signature date.

Printed Name & Signature, NYVOAD Chair

(Date)

Printed Name & Signature, (COAD Abbreviation) Chair

(Date)