



ECA Bay Area Coordinating Committee (CC) Roles

Coordinating Committee Chairs (3):

Lead bi-monthly CC calls; oversee budget; propose annual priorities to CC; decision-making between calls; coordinate with ECA Bay Area Technical Advisory Group; comprise ECA Statewide Steering Committee along with counterparts in other regions.

Secretary:

Take minutes during calls, send to CC Chairs for review, distribute to CC

Membership Coordinator:

Broaden membership by identifying new potential Associates (perhaps by reviewing ShakeOut and TsunamiZone listings); promote membership; provide reports on who has recently joined.

Associates Communications Coordinator:

Write/gather /edit contributions of content for ECA Bay Area Blog; keep associates engaged through *ECA Bay Area Update* emails, etc. Coordinate with counterparts in other ECA Regions as needed.

Regional Workshops Coordinator:

Coordinate with CC Chairs to develop a yearly workshop schedule and workshop agendas; involve full CC to identify meeting sites and initial logistics; lead small team of ECA Associates, each who will facilitate one workshop; ECA Regional Alliance Liaison will support payments/announcements/registration.

Media Bureau Coordinator:

Coordinate regional media relations year-round with key ECA partner organizations; quarterly (or more frequent prior to ShakeOut) calls with counterparts in other ECA Regions (which together form statewide ECA Media Bureau).

Participation Bureau Coordinator (ShakeOut, TsunamiZone, etc.):

Coordinate with Central ShakeOut Office (CSO, at SCEC) on recruitment of past and potential ShakeOut and TsunamiZone participants in the region; update CC with statistics and lists provided by the CSO; coordinate with county-level ECA Associates who will identify key organizations to engage; will have access to registration database for researching or contacting registrants; quarterly calls with counterparts in other ECA Regions (which together form statewide ECA Participation Bureau).

Speakers Bureau Coordinator:

Coordinate regional Speakers Bureau which includes on-going training for ECA speakers; scheduling ECA speaker opportunities; collaborating with ECA committees and partner organizations such to provide quality earthquake/tsunami presentations and preparedness training workshops and webinars; quarterly calls with counterparts in other ECA Regions (which together form statewide ECA Speakers Bureau).

Events Bureau Coordinator:

Coordinate ECA Associates for regional events such as emergency fairs (booths/tables) and conferences; lead a group of ECA Team Leaders who will manage events in their area; Includes outreach to representatives from partner organizations that coordinate booths/tables at events; quarterly calls with counterparts in other ECA Regions (which together form statewide ECA Events Bureau).

EPIcenter Network Coordinator:

Coordinate regional EPIcenter Network activities; plan and promote events, presentations, etc. with other Coordinators; quarterly calls with counterparts in other ECA Regions (once established) and potentially in other states which together form EPIcenter Network,

Sector-Based Committee Coordinator:

Coordinate with Statewide ECA Committee and Bureau Liaison to provide updates about new or upcoming products and activities; participate on monthly all-leaders call; encourage participation of ECA Associates in the region on statewide committees.

ECA Regional Alliance Liaison (*ex-officio* on CC - SCEC staff support for each Regional Alliance Coordinating Committee):

Support logistics and registration for workshops/trainings; coordinate payments/budgeting; coordinate ECA Bay Area Associate Mini-Grants; manage ECA Bay Area webpage changes; support CC Chairs on an ongoing basis.