

SAMPLE STEERING COMMITTEE INVITE LETTER

XXXXXXX

Dear XXXXXX,

Because of your knowledge and your respected work in the community, The Mid America Regional Council invites you to participate as a member of a Regional Community Disaster Resiliency Steering Committee made possible through a private foundation grant, designed to strengthen organizational and individual disaster preparedness, response and recovery for those most vulnerable in our community.

The first Steering Committee meeting is XXXX from XXXX am in the MARC Boardroom. As a member of the Steering Committee, you will provide your insight, expertise and provide oversight and leadership to regional preparedness efforts. We expect that the time commitment will be quarterly meetings, 2-3 hours in duration and you or your organizations designee's participation in a 3-4 hour discussion-based exercise in the next 12 months.

The Steering Committee will serve as an important conduit for sharing disaster preparedness initiatives throughout the community. We will learn more about our regions community networks, systems, relationships, resources and barriers. With your help, we will uncover emergency preparedness gaps and develop strategies to begin to minimize these gaps. This project will identify opportunities for increased collaboration between service providers and the emergency management community about specific needs of vulnerable populations in the region and to share preparedness messages. The Steering Committee will consist of organizations with direct links to vulnerable populations.

Incidents show us that persons with access and functional needs are often disproportionately affected by disasters. This effort is part of a larger regional effort to increase resilience at all community levels -- personal, organizational and government. We believe this project will not only have disaster preparedness, response and recovery benefits, but will also strengthen the relationships and the coordination efforts of agencies and organizations throughout the metro area helping to build an even stronger region. We hope you will join us in this effort.

Please RSVP to XXXX by XXXX if you would be willing to serve on the Steering Committee and if you will be able to attend the first meeting on February XXXX. On behalf of the Regional Homeland Security Coordinating Committee, thank you for your consideration.

Respectfully,



Erin E.S. Lynch

Emergency Services and Homeland Security Program Director