

**San Francisco Bay Area (SFBA)  
Federal Executive Board (FEB)  
Emergency Preparedness Working Group**

**CHARTER**

**June 2015 through June 2017**

**1. PURPOSE:**

**1.1.** The Emergency Preparedness Working Group (EPWG), is a standing entity established to:

- Promote the development of continuity plans and enhance the SFBA Federal Family's overall emergency preparedness.
- Promote Continuity readiness among Federal, Non-Federal Government (NFG) and private sector organizations through education and training activities.
- Provide a forum for members to address continuity and emergency preparedness issues.

**1.2.** The EPWG's activities will be coordinated with and through the SFBA FEB.

**2. MEMBERSHIP:**

EPWG membership is open to all SFBA FEB member agencies. Membership is also extended to Federal Legislative and Judicial Branch agencies, as well as Non-Federal Government (NFG) agencies, representatives from volunteer organizations and private sector Critical Infrastructure owners and operators.

**3. CO-CHAIRS AND STEERING COMMITTEE**

**3.1.** The EPWG will have five-co-chairs:

- The Continuity Program Coordinators from DHS/FEMA Region IX and GSA Region IX and the FEB Executive Director are permanent co-chairs.
- Two additional elected Co-Chairs, who are representative from the membership-at-large, will serve for a two-year term, and may be re-elected to consecutive terms. Elections will be conducted in June.
- Non-federal government (NFG) representatives may not hold co-chair positions.
- Each Co-Chair is expected to organize and facilitate at least one meeting annually, with the exception of the FEB Executive Director, who is not required to perform this function.
- All Co-Chairs, along with other EPWG volunteers, will actively participant in planning, organizing and conducting the annual emergency preparedness event (training or exercise).

**3.2.** The EPWG will have a steering committee comprised of Continuity/Emergency Preparedness Program Planners/Coordinators from different agencies. The steering committee will be representative of the membership at large, and may be from Federal, NFG, or the private sector. The steering committee will work with the co-

chairs to set the goals for each meeting and to set up sub-committees to address various issues.

#### **4. MEETINGS:**

**4.1.** The EPWG will meet on a regular basis as determined by the steering committee, bi-monthly or at least quarterly. Any member may make a request through the steering committee for a special meeting of the group.

- Co-chairs and Steering Committee Members are expected to attend all meetings and conference calls.
- If a member and/or designated alternate is not available, they should notify the FEB Executive Director or a co-chair prior to the meeting.
- At the beginning of each meeting, a scribe will be designated and the minutes will be emailed to all members within one week. The minutes will be approved at the following meeting.

**4.2.** Regular meetings will include two business meetings with an educational component, one business meeting in which bylaws are reviewed and approved and elections are held and annual planning occurs, and at least one training event on a topic to be determined by the Steering Committee.

**5. PERIODIC CHARTER REVIEW:** The EPWG Steering Committee will review the adequacy of its charter annually and make recommendations to the SFBA FEB for appropriate changes when appropriate.

**6. OTHER PROVISIONS:** Nothing in this Charter is intended to conflict with current laws, or directives of FEMA, GSA, OPM, or other Federal/NFG department or agency. If a term in this Charter is inconsistent with such authority, then the term shall be invalid, but remaining terms shall remain in effect.