**CERT Program Roles and Responsibilities**

CERT Program Manager

1. Communicate with the sponsoring agency, municipal Emergency Manager, and assigned elected officials.
2. Organize CERT Teams
3. Support other CERT members in completing specific job assignments
4. Make agendas and schedule meetings
5. Make budgets as needed for submittal to the sponsoring agency, Emergency Manager, and or assigned elected official.
6. Maintain CERT command center and supply location.
7. Setting a Program Vision
8. Promoting Your Program
9. Working with Volunteers
10. Working with Instructors
11. Procuring and Managing Resources
12. Training and Exercises
13. Policies and Procedures
14. Program Evaluation
15. Keeping Your Program Going

Assistant CERT Program Manager

1. Assist Program Manager in accomplishing duties as listed
2. Act as backup to Program Manager

Secretary

1. Take meeting minutes
2. Make telephone calls as needed
3. Organize specific documentation as needed such as maps, supply lists, membership lists

Team Leaders (Other examples follow below)

1. Organize team members in a geographical area or by function
   1. Examples of Team Leads: Animal Response Team/CART, Flood Response Team, Exercise Support Team, Traffic and Crowd Management Team, Emergency Communications Team, Firefighter Rehab Team, District/Neighborhood Team #, etc.
2. Report to Program Manager
3. Carry out assignments as received from Program Manager

Medical Resources Team Lead

1. Recommend medical supplies
2. Provide medical training
3. Insure that medical supplies are current
4. Purchase and stock supplies

Communications Team Lead

1. Identify communications needs of the CERT organization
2. Recommend equipment, methods, lists, etc for ensuring efficient organization communications
3. Provide instruction and training in communication methods
4. Purchase communication materials

Supplies Team Lead

1. Recommend CERT team supplies
2. Keep current inventory of supplies
3. Submit budget request to Program Manager for required supplies
4. Ensure that all supplies are current and in good order

Fundraising Team Lead

1. Explore fundraising opportunities
2. Approve fundraising efforts with Program Manager
3. Head all fundraising efforts.

Marketing/Recruitment Team Lead

1. Explore program promotion and recruitment opportunities
2. Approve marketing/recruitment efforts with Program Manager
3. Head program promotion and recruitment efforts where appropriate.

Training Team Lead

1. Help build and maintain training records
2. Plan and coordinate trainings, and approve all trainings with Program Manager
3. Build a cadre of trainers and approve trainers through the Program Manager.
4. Communicate training opportunities to others
5. Make sure a certified instructor is in the course at all times to safeguard standardized curriculum delivery
6. Act as Course Manager or delegate role for courses offered.
7. Coordinate with Supplies Team Lead for course supply needs
8. Coordinate with Exercise Team Lead to plan course disaster scenario for course participants

Exercise Team Lead

1. Support any exercise efforts if needed
2. Approve exercise efforts with Program Manager
3. Coordinate exercise opportunities with others.