Recruitment Guide-Core Team

## [Purpose](#_[Name_of_Chapter)

Use this guide to identify and invite five to ten people to be on the core team that will lead ERB activities and make decisions.

## What you’ll Need

1. Contact information for potential team members
2. Invitation email template and Introduction to ERB (below)

## What does the core team do

They will work together to:

* Set goals for using ERB
* Make decisions about which activities to do in the ERB toolkit
* Collaborate with local partners and liaison with public, private, and civic groups
* Carry out outreach and engagement
* Recruit community participants for workshops
* Prepare for workshops
* Lead workshop activities
* Assess local hazards and equity issues
* Assess the resilience of built, natural, and social environment systems
* Foster the transition from resilience planning to implementation and monitoring

## Who should be on the core team

The team should look like the community and have representation from government agencies and other organizations. You couldconsider:

* Skills and expertise
  + Facilitation, GIS, floodplain management, communications, urban planning, climate, community organizing, project implementation
* Demographic composition of the area
* How city and county agencies are organized
* Who is working on related topics
  + Food security, watershed management, emergency response, affordable housing, land use planning, environmental justice
* Who has insights into and connections with various local constituencies
* Who works well on teams
* Who has time to be an active contributor

## Where might I find prospective team members?

* City or county departments
  + Public works, parks, land use, emergency management, social services, public health, housing, environment, library
* Formal and informal local leaders
  + Faith leaders, volunteer organizations, school board, museum director, county council member
* Non-profits and community-based organizations
  + Neighborhood association, parent-teacher organization, senior citizens rec center, youth club, Rotary, 4-H

## How long will it take for me to put a team together?

It could range from a few days to weeks, depending on

* Your available time—and theirs
* Existing relationships with community partners
* If a specific mandate that requires particular organizations to participate
* If there’s already an adaptation, hazard mitigation, or other plan in place

## How should I do outreach and recruitment

* What have you and others found works best for different constituencies?
  + Call, text, email
  + Attend an organization’s meeting to request they send a representative
  + Work with tribal government
* What is culturally appropriate?
* Are there protocol you need to follow?

## Email Template and Introduction to ERB

Our county has to draft a new hazard mitigation plan. Our leadership would like to incorporate social vulnerability and equity concerns more directly into the plan. In order to do that, we are using a resource called the Equitable Resilience Builder, or ERB. This will walk us through steps to collaboratively assess hazards, equity, and the resilience of our local social, natural, and built environment systems.

## What to do next

After you’ve recruited team members, the core team can meet to

* Set Goals for Using ERB
* Review ERB Menu of Activities
* Make a Project Plan

We recommend starting with the Team Storytelling Exercise in the toolkit.