**Recruitment Guide: Core Team**

## [Purpose](#_[Name_of_Chapter)

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 tool
* 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?

## Introduction to ERB

The Equitable Resilience Builder (ERB) is a downloadable application that supports communities in strengthening resilience to disasters and climate change, with a focus on equity. It engages users in a guided process to inclusively assess local hazards, equity, and resilience of built, natural, and social environment systems; then uses the results to collaboratively prioritize actions to build community resilience in an equitable way.

ERB is designed to be used by state, Tribal, territorial, county, or municipal agencies that work on environment, emergency management, public health, sustainability, land use, and climate risk management. It is intended to assist communities with different types of resilience planning (e.g. climate adaptation, disaster planning, emergency preparedness). It contains a toolkit of activities for local government agencies or non-profit organizations to carry out in conjunction with robust community engagement. These activities include: community connections diagramming, facilitation guides for workshops, trauma-informed engagement strategies, storytelling, participatory mapping, indicator card sorting, and action evaluation. Users can select the activities that best meet their needs.

ERB promotes equitable resilience planning through relationships, recognition, information, and action. It centers equity in three ways. Its guided process and activities make sure that community members have a voice in resilience planning. Its assessment of hazards and equity illuminates who is made most vulnerable to disaster and climate impacts, why, and how, with attention to deeply rooted social and environmental inequalities. Its assessment is grounded in local knowledge, with supplemental data collection options depending on user interest and capacity. Using ERB can result in a stronger network of community organizations and agencies to share information and resources, data and indicators for measuring change, and a set of actions and next steps for building resilience in an equitable way.

## 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 tool.