**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 Will Need

1. Invitation email template and Introduction to ERB (below)

**Check-list for Identifying Core Team Members**

1. **Consider what the Core Team will 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

## Consider who should be on the Core Team

The team should:

* Represent key demographic groups from the community, particularly those who are typically underrepresented in planning processes,
* Include those who are most impacted by the issues you are exploring,
* Include representation from government agencies and other organizations with capacity or power to take action.

Other things to consider:

* Skills and expertise
  + Facilitation, geographic information systems (GIS), floodplain management, communications, urban planning, climate, community organizing, project implementation
* How the 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

## Consider where you might 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 recreation center, youth club, Rotary, 4-H

## Make a list of potential members and how you will contact them.

* What have you and others found works best for reaching 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?

**Tracking Sheet for Outreach to Potential Members**

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| **Name of potential member** | **Constituency/ Organization** | **Email or Phone** | **Response** |
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## Invitation and Introduction to ERB

Dear [name],

I/we are reaching out to you to invite you to participate in a new initiative to improve the resilience and equity of our community. Because of your [include reason for inviting this person, e.g. their experience with a particular issue, their leadership in an organization, etc.] I/we are inviting you to be part of a small team of people that will lead a process to identify key issues of concern and actions that can be taken to address them. I/We are committed to making sure the process is inclusive, equitable, and transparent, and we would greatly appreciate your participation!

Your involvement would mean participating in planning meetings [give time frame, e.g. every other week] beginning [month] and continuing through [month]. We will be planning a series of workshops to engage the broader community, using existing materials provided by the EPA Equitable Resilience Builder toolkit (<http://TBD>). The Equitable Resilience Builder (ERB) 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. The workshop activities include identifying community connections, storytelling, participatory mapping, indicators, and strategy planning. Local knowledge and expertise is a critical part of key part of the process and that is why we are hoping you will help us to lead this effort.

I/We hope that this process will result in a stronger network of community organizations and agencies to share information and resources, a set of data and information that will be used to measure change, and a set of actions and next steps for building resilience in an equitable way.

If you have any questions please don’t hesitate to contact me/us. I/we look forward to hearing from you and working with you on this effort!

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## What to Do Next

After you have recruited team members, the core team can meet to

* Set goals for using ERB
* Review ERB menu of activities
* Make a project plan

It is recommended to start with the Team Storytelling Exercise in the tool.