



GENERAL MEMBERSHIP AGREEMENT

ROLES, RESPONSIBILITIES, & EXPECTATIONS

The Partners in Emergency Preparedness Conference General Membership is composed of members – representing government, business, non-profit organizations and other entities – who apply their talents, skills, energy, and professional contacts to the task of planning and conducting the largest and most successful emergency preparedness conference in the Pacific Northwest. The Conference remains successful only to the extent that the members commit themselves to making and sustaining the necessary effort.

The real work of putting on a successful conference year after year is accomplished by the committees (Curriculum, Exhibitors, Sponsorships, Marketing, etc.). All members are expected to participate on – and contribute actively to the work of – one or more committees. This may take the form of attendance at committee meetings, participation in e-mail or tele-conference exchanges related to specific topics, and independent project or task work in support of committee activities.

Attendance / Participation Requirements

- Members are expected to attend **75%** of the regularly scheduled General Membership meetings to maintain membership on the PIEPC. These meetings are usually scheduled monthly, from June through April of the conference year.
- Members are expected to attend **50%** of the regularly scheduled General Membership meetings to be able to attend the PIEP conference free of charge.

Meeting Absences

If a member cannot attend one of the regularly scheduled General Membership meetings, the member should email **info@piepc.org**, at least 48 hours in advance (when possible, excluding emergencies):

1. provide notice of the meeting absence.
2. provide the reason for the absence (the executive board will weigh whether the reason classifies as an excused absence (i.e., true emergency) or a planned absence due to day job conflicts or otherwise.



3. submit a written report on any outstanding action items for which the member was responsible to report upon at the meeting.

Please note, excused absences are generally only emergency situations, and do not count against the attendance thresholds listed under “attendance / participation” requirements.

Estimated Overall Time Commitment

- General Membership monthly meetings: one to two hours

Membership meetings are held virtually. Examples of meetings that you may be asked to attend in person are when the committee meets prior to the conference at the convention center or a longer, “retreat” like meeting the month after the conference to do a debrief and prepare a written After-Action Plan.

- Committee work: two to five hours per month (depending on the committee – Curriculum requires the most time commitment in the last few months leading up to the conference; other committees may require somewhat less time)
- Conference attendance: two and half days

Benefits of General Membership

- Actively participating members are eligible for a waiver of the Conference registration fee (subject to the 50% General Meeting attendance requirement)
- The opportunity to advance the body of knowledge and state of practice within the emergency management field
- Enhancement of professional certification maintenance credit for contributions to the field of practice
- Opportunities for networking across various disciplines

Electronic Notification

PIEPC typically uses email or other electronic means of notification for meeting schedules, status of projects and upcoming events including votes on PIEPC issues.

The continued success and growth of the Partners in Emergency Preparedness Conference depends solely on the efforts of its members – individually and collectively – the General Membership.



I have read and understand these roles, responsibilities, and expectations and will do my best to abide by them.

General Member Agreement Signature:

Print Full Name

Signature

Date