

## **Points on Good Governance Practice to consider for a Pre Event Recovery Plan**

### **1. Effective Oversight:**

This includes things such as having good policies in place that can be accessed and reviewed quickly when beginning a recovery process.

Review of recovery budget once it is developed; and ability to recognize when adjustments need to be made to maintain a balanced budget.

Oversight of Staff and Board members to make sure they are not doing more than they can handle in the situation.

### **2. Micromanaging staff:**

Recognizing that in a response or recovery everyone wants to help out; remember whose job it is to oversee staff; volunteers ;and others and do not overstep your boundaries.

**3. Do not avoid the hard questions:** There will be difficult discussions to be had depending on the scope and scale of the event and how it has effected the society. Set a tone that encourages honest discussion to find the best solution for things.

**4. Conflict Management:** Keep in mind who you know within the circle of the society (board, staff, volunteers, membership, etc.) that could be of help with this, or who from outside this circle may need to be asked in to help.

**5. Embrace Board experience and diversity:** Encourage engagement of board and explore all perspectives that come to the table during recovery.

**6. Keep the Board informed:** In order to have the board and staff and volunteers engaged and willing to continue for potentially a long time, keep them informed of what is going on, how that will happen and who will be leading the efforts.

**7. Keep good records and minutes:** for the entire recovery process. These can be included in your Pre Event Recovery Plan appendices as valuable references to look back on, if your society goes through future disasters - and recoveries.

**8. Remain aware of how staff and volunteers are doing:** having a board member or other society member best suited to making phone calls just to check in and see who people are doing if they are not working or volunteering as usual during recovery is important.