

THE GENDER AND DISASTER RESILIENCE ALLIANCE
...volunteer powered by women and men like you...!

Please have a look at these possible GDRA volunteer roles and be in touch with Elaine (enarsone@gmail.com) or Bill (blovekamp@hotmail.com) for more information or to volunteer. Details of scope and duration are flexible and we welcome your ideas for related work.

We look forward to working with you!

GDRA Roundtable Organizer(s)

One-year commitment (*thanks for volunteering for 2011, Roxanne Richter!*)

This team (though one person could assume the role) coordinates with the Hazard Center as to date, time and location of the annual meeting, formerly the “Gender and Disaster Roundtable,” and is the point of contact for them before and during the workshop. Each year the format varies, reflecting the change in leadership and participants, but generally the tasks are to liaise with the Hazard Center about logistics, prepare materials for distribution at the meeting (if any are desired), organize the sign-in list for follow-up (optional), determine how the 2 hours are best used and facilitate the dialogue. A brief write-up of the meeting along with names of participants is needed by the GDRA Co-Facilitators.

The GDRA Roundtable organizer(s) might also assume or share responsibility for the annual poster (applying to the Hazard Center for space, soliciting information, designing and producing, transporting, removing and helping to present during the poster sessions) and/or soliciting requests from our members for gender-related panels or sessions and forwarding these along in response to Hazard Center calls, working with GDRA CO-Facilitators or Steering Committee members.

Soliciting funds for refreshments might become part of this role as a way of seeking visibility and providing concrete ways for organizations to support the GDRA. Location: Open but able to attend the July workshop

Co-Facilitator (traditionally a shared position)

Two-year commitment

The primary responsibilities of this role are to: 1) promote the internal organizational development of GDRA; 2) represent the GDRA publically, e.g. during the Colorado meeting and in response to press inquiries; 3) respond to information requests including from new members about how to become involved; 4) coordinate the activities of other GDRA volunteers and Working Groups; 5) organize and facilitate the quarterly conference call; 6) liaise with the global GDN on a regular basis and with the Steering Group member representing the GDN; 7) manage growth, including building membership and planning and resourcing new initiatives, e.g. the Women Building Disaster Resilience Project; 8) fundraising for operational and project costs, as feasible and desired by the membership; 9) initiating and coordinating any publications, actions or other responses to current events in the name of the GDRA; 10) regularly consulting with the Steering Group. Location: Open

Working Group Lead
Two-year commitment

We currently have a number of inactive Working Groups. The WG Lead volunteer takes responsibility for recruiting new members to their WG, coordinating communication, planning and implementing activities, and coordinating their efforts with the Co-Facilitators and with the Steering Group. They may also develop and maintain webpages as needed, and all WG Lead persons serve on the Steering Group as well. These roles are fluid and provide members an opportunity to build the GDRA in many ways. If you would like to see GDRA expand in new directions through a Working Group, this is the place for you. Location: Open

GDRA Social Media Volunteer Coordinator
One-year commitment

The GDRA has a Facebook presence and needs a Twitter and Linked In presence, also. This person would post forwarded materials and also work with GDRA members to generate materials for posting, e.g. around specific days or events, and on-going calls such as the Mary Fran Myers G&D award, and the Graduate Student Paper competition. Additionally, this person is responsible for checking the USGDRA g-mail account regularly and forwarding new member information to the Communications Volunteer, and coordinating w/ GDRA co-facilitators to respond to other requests or emails. Location: Open

GDRA Website Manager (could be combined with Social Media work)
One-year commitment

The basic GDRA website is currently hosted on the private server of the website developer, and the volunteer manager coordinates with this person as to cost and renewal (or makes new arrangements). The website volunteer manager also updates information forwarded by members and generates new postings, e.g. alternating photos, updating materials, adding or deleting pages, etc. Trouble-shooting the website technically is also required occasionally. Location: Open

Promotions Volunteer
One-year commitment

The GDRA has developed a logo and has a two-sided flyer as well as letterhead. The promotional video is under development. This new position includes updating or altering these, and arranging for physical duplication of the flyers as needed, e.g. for the July meeting or for members by request. Other activities for promoting the 'brand' of the GDRA include distributing the video; developing the proposed poster competition or developing a signature poster or poster series in other ways; managing a website page with update links to potential partners and coordinating the outreach efforts of the GDRA, e.g. sending out new GDRA materials to potential partners; coordinating development of a short PSA and distributing it; and similar activities, working in conjunction with Steering Group members. Location: Open

GDN Liaison
Two-year commitment

This person sits on the steering group of the GDN and the GDRA, so wears ‘two hats’ in decisions about activities that affect both the GDN and the US-based GDRA. Should GDRA elect to become part of the proposed North American hub of the GDN, the role of the liaison will likely expand to include negotiating the process of merger and coordinating activities with partner networks in Canada and/or Mexico.

Communications

One-year commitment

This person coordinates all aspects of the listserv with our host (UN ISDR), including trouble shooting, adding/deleting members, and tracking listserv numbers. The role also includes organizing logistics for the quarterly call including polling members to determine meeting dates and times, and sending out reminder notices. It includes screening (lightly) messages and sending these out after approval; it does not include generating new postings. Location: Open

Mary Fran Myer Gender & Disaster Award—US Liaison

Two-year commitment

This person is the point of contact for the University of CO Natural Hazard Center, which arranges the physical award, posts the calls for nomination and other announcements and allows time at the annual July Natural Hazards Workshop for recognizing the recipient. The liaison provides them the information needed. This person is also the point of contact for the current Chair of the Selection Committee (generally the recipient from the preceding year), along with Kristinne Sanz of the GDN who reviews nomination materials for completeness and forwards these to the current Chair. She also manages the MFM G&D website where all materials are stored and, along with the US liaison, ensures the rotation of Selection Committee members and revision of documents as needed. The US and GDN contacts work closely together to support the Selection Committee in its work. Most of this work takes place in the first half of the year. Location: Open

Graduate Student Paper Competition

Two-year commitment

This student-initiated project is managed by a volunteer GDRA member who updates calls for submissions, forwards these appropriately for posting, responds to queries and coordinates all contact with students, develops the annual volunteer review committee and coordinates all aspect of their review, and communicates with the recipient. This person also forwards a paper abstract and the bio and photo of the author to the GDRA for posting on the website. Location: Open