LTRG Meeting and Operations Checklist

Recurring Meeting Tasks

[ ] Schedule and confirm monthly meeting date/time/location

[ ] Send agenda and previous meeting minutes in advance

[ ] Ensure quorum is met for decision-making

[ ] Review progress on goals and action items

[ ] Hear updates from committees (Case Management, Unmet Needs, Construction, etc.)

[ ] Discuss new unmet needs or case referrals

[ ] Record and distribute official minutes and attendance

Operations and Oversight

[ ] Maintain up-to-date member contact list and agreements/MOUs

[ ] Monitor volunteer deployment and resource use

[ ] Track donation expenditures and budget updates

[ ] Coordinate with EMA and Alabama VOAD as needed

[ ] Ensure data privacy protocols are followed (e.g., case info, waivers)

[ ] Provide public or partner updates as necessary

Case Management & Unmet Needs Coordination

[ ] Review and vote on funding requests submitted by case managers

[ ] Monitor number of open, active, and closed cases

[ ] Identify gaps in services or partner availability

[ ] Schedule case staffing or case review sessions as needed

Volunteer and Construction Coordination

[ ] Match volunteer teams to work orders or survivor needs

[ ] Ensure proper safety training and waivers for volunteers

[ ] Track homes repaired, materials distributed, and labor hours

[ ] Coordinate with donations and supply management teams

Reporting and Documentation

[ ] Collect monthly metrics (homes rebuilt, cases served, volunteer hours)

[ ] Prepare monthly or quarterly reports for funders or oversight bodies

[ ] Maintain organized digital and/or physical files for audit-readiness

[ ] Conduct after-action reviews or performance evaluations as needed