American Planning Association

Making Great Communities Happen

Hazard Mitigation and Disaster Recovery FY2026 Work Plan

Policy/Goal	Tasks	Actions	Parties Responsible	Budget
Maintain efficient administrative operations	1. Conduct Monthly Executive Committee meetings	A. Rebuild and restore HMDR web section on APA website B. Grow social media presence by weekly to monthly interaction on both Facebook and LinkedIn	A. Secretary B. Volunteers	$0
	2. Develop HMDR Work Plan and Performance Report	A. Prepare Annual Work Plan B. Prepare Annual Performance Report	A. Executive Committee B. Executive Committee	$0
	3. Ensure finances are managed per APA policy	A. Assemble committee reports and prepare annual report with HMDR newsletter B. Process reimbursements within 2 weeks	A. Executive Committee B. Treasurer	$0
	4.Respond to advice/ assistance requests from APA staff on policy issues, research, etc.	A. Stay in regular contact with APA staff via email and, as needed, conference calls.	A. Chair	$0
	5. Renew Zoom license	A. Maintain Zoom license	A. Treasurer	$173
	6 Review Bylaws	A. Review bylaws annually B. Update bylaws, if/as applicable	A. Chair and Immediate Past Chair B. Secretary	$0
	7. Conduct Annual online business meeting	A. Plan and arrange annual business meeting for members B. Hold/record annual business meeting C. Select recipient for Jennifer Ellison Distinguished Service Award, and implement plans for new Innovation and Lifetime Achievement Awards	A. Chair with Executive Committee B. Executive Committee C. Executive Committee / Awards Nominating Committee	$500 (awards)

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	8. Pay APA Service Fees (DC and APA)	A. Regularly review financial statements	A. Treasurer	$4620
Provide leadership in policy and technical areas related to HMDR	1. Monitor federal emergency management policies for potential impacts to the profession	A.Work with membership and APA policy staff to stay abreast of policy topics relating to hazard mitigation & disaster recovery planning	A. Executive Committee with help from Communications Committee	$0
	2. Attend APA DC annual meeting and other leadership meetings	A. Arrange for Chair or a proxy to attend DC spring meeting (April 2026) A. Arrange for Chair and Chair-Elect to attend DC fall meeting (Nov 2025)	A. Chair B. Chair, Chair-Elect	$4400 (travel - chair and chair-elect)
	3. Recruit future HMDR leadership	A. Expand leadership opportunities through onboarding volunteers B. Review handbook to maintain accuracy for future officers	A. Executive Committee / Leadership Nominating Committee B.Executive Committee	$0
Support Division member engagement	1. Grow member involvement	A. Maintain quarterly e-newsletter distributed to members, supplemented by e-bulletins B. Survey members for interests, skill sets, and willingness to lead on future discussions/ projects C. Maintain special outreach for planning students through Mentoring Meet-ups and other events D. Involve members in division-sponsored projects (e.g. film project) for volunteer member engagement.	A. Secretary / Communications Committee B. Secretary / Communications Committee C. Chair-Elect and Professional Development Committee D.Executive Committee	$348 (Mailchimp)
	2. Maintain website	A. Develop a regular website update schedule B. Complete updates based on approved schedule	A. Secretary / Member Volunteer B. Secretary	$200 (website award)

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Promote Education / Practice Opportunities	1. Organize events for the APA National Conference	A. Endorse sessions as appropriate B. Plan HMDR reception	A. Chair-Elect B. Executive Committee	$3000 (reception) $25 (printing)
	2. Outreach to other APA entities and other professional organizations	A. Organize, endorse, and participate in conference sessions, webinars, and other outreach forums concerning HMDR activities and issues	A. Chair and Executive Committee	$0
	2. Recruit HMDR nominees for FAICP status in preparation for next cycle	A. Publicize value and process of FAICP B. Organize vetting committee for potential nominees and provide support C. Identify mentors for selected HMDR nominees	A. Communications and Professional Development Committees B. Professional Development Committee C. Professional Development Committee	$0
	3. Pursue completion of video documentary on role of planning in hazard mitigation and disaster recovery	A. Work with Film Committee to monitor progress and bring tasks to completion B. Provide any information related to donations	A. Immediate Past Chair with David Taylor (videographer) with support of volunteers B. Treasurer	$0
	4. Maintain production of webinars	A. Continue production of HMDR webinar series via Planning Webcast run by APA Ohio B. Support interdivisional effort to produce Sustainability & Resilience CM credit webinar series as needed C. Maintain CM Provider status	A-C. Professional Development Committee	$150
	5. Outreach to planning schools	A. Support and maintain efforts to reach out to planning schools through presentations and other forums about hazards planning opportunities	A. Professional Development Committee	$0
	6. Support students to attend NPC	A. Provide NPC registration scholarships for student members	A. Executive Committee	$300

TOTAL: $13,716