American Planning Association

Making Great Communities Happen

Hazard Mitigation and Disaster Recovery FY2027 Work Plan

Policy/Goal	Tasks	Actions	Parties Responsible	Budget
Maintain efficient administrative operations	1. Conduct Monthly Executive Committee meetings	A. Schedule meetings. B. Maintain record of conversations and decisions. C. Maintain social media presence by weekly to monthly interaction on LinkedIn	A. Chair B. Secretary C. Executive Committee, 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 and Division are managed per APA policy	A. Assemble committee reports and prepare annual report with HMDR newsletter B. Process reimbursements within 2 weeks C. Monitor financial statements and coordinate with DCEC Secretary-Treasurer as needed	A. Executive Committee B. Treasurer C. 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	$195
	6 Review Bylaws	A. Review bylaws annually B. Manage bylaws update process, if/as applicable	A. Chair and Immediate Past Chair B. Chair and 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 up to 3	A. Chair with Executive Committee B. Executive Committee C. Executive Committee / Awards	$150 (Physical award purchase)

Policy/Goal	Tasks	Actions	Parties Responsible	Budget
		division awards annually.	Nominating Committee	
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. Chair (or a proxy) and one other executive committee member to attend DC spring meeting (May 2027) B. Chair and Chair-Elect to attend DC fall meeting (Nov 2027) to support leadership succession	A. Chair + 1 board member B. Chair, Chair-Elect	$4,700
	3. Recruit future HMDR leadership	A. Expand leadership opportunities through onboarding volunteers B. Review handbook to maintain accuracy for future officers C. Recruit nominees and hold Division Elections as a part of the 2027 APA Consolidated Elections	A. Executive Committee B. Executive Committee C. Past Chair / Nominating Committee	$0
Support Division member engagement	1. Grow member involvement	A. Maintain quarterly e-newsletter distributed to members, supplemented by e-bulletins B. Maintain special outreach for planning students through Mentoring Meet-ups and other events D. Involve members in division-sponsored projects for volunteer member engagement.	A. Secretary B. Secretary / Chair-elect C. Chair-Elect and Professional Development Committee D.Executive Committee	$345 (Mailchimp)
	2. Maintain website	A. Maintain a regular website update schedule B. Complete updates based on approved schedule	A. Secretary / Member Volunteer B. Secretary	$0

Policy/Goal	Tasks	Actions	Parties Responsible	Budget
Promote Education / Practice Opportunities	1. Organize events for the APA National Conference	A. Endorse sessions B. Plan HMDR NPC reception/Event C. Participate in the Divisions Fair. D. Support members in submitting sessions, connecting to presenters, and putting out high-quality content.	A. Chair-Elect B. Executive Committee	$4000 (reception) $100 (supplies for Divisions Fair)
	2. Build partnerships with other APA entities and other allied professional organizations	A. Organize, endorse, sponsor, plan or co-create conference sessions, webinars, and other outreach forums concerning HMDR activities and issues	A. Chair-Elect and Executive Committee	$500 (sponsorships)
	3. Wrap up support to the video project on role of planning in hazard mitigation and disaster recovery	A. Transition work with film project team to strategic counsel and advice.	A. Chair, Treasurer	$0
	4. Curate educational opportunities for both HMDR members and the broader planning community on HMDR issues	A. Continue hosting HMDR webinars via Planning Webcast run by APA Ohio. B. Support interdivisional efforts to audit and increase quality of Sustainability & Resilience CM credits C. Plan and execute upskilling events to help members meet the changing nature of the field.	A, Professional Development Committee B. Chair C. Chair-Elect	$150 (APA Ohio Dues)
	5. Outreach to planning schools	A. Re-evaluate materials and approach to reach out to planning schools through presentations and other forums about hazards planning opportunities	A. Professional Development Committee	$0
	6. Support student members	A. Fund up to 8 registrations for NPC Online for student members B. Complete post-event survey and provide opportunities for students to share learnings	A, B. Executive Committee	$450

TOTAL: $10,590