

Guide to Medical Reserve Corps Unit Leader Transitions

Checklist for Outgoing Unit Leaders

This checklist is designed to help you make the transition to a new Medical Reserve Corps (MRC) unit leader as smooth as possible so that your MRC unit can continue to develop and grow even during the transition to a new leader. It is designed to be printed as a double-sided sheet, one side for the outgoing leader, one for the incoming leader.

Be sure to gather in one place (such as a clearly labeled binder or file drawer) the following items:

- The unit's mission statement, work plan, and other planning documents.
- Historical documents related to unit activities.
- A hard copy of your volunteer database and instructions on how to access the electronic database.
- A hard copy of contact information for partner organizations, local media, state coordinators, regional liaisons, and other important contacts.
- The unit's brochure and/or examples of marketing materials used, and information on the vendors used to produce the materials, if applicable.
- Budget information, if applicable.
- Standard Operating Guidelines, activation plans, position descriptions, etc. (it's nice to have written instructions for how to accomplish certain tasks, such as printing an ID badge or activating volunteers).
- Information on any reporting requirements your unit may have (including forms and due dates).
- Training schedules and/or materials.
- A one-page summary of events from the previous year.
- Login information, for unit's website, ID badge system or a general e-mail account that requires a login (the new coordinator will need to create his or her own account for the MRC website and MRC-TRAIN).
- The above information is located:_____.
- Update your unit's profile with the most recent activities. The new unit leader will need to update the profile with correct contact information, but it will be helpful if the activities are up-to-date. Unit profile updated on _____.
- Inform your volunteers, your State Coordinator (if applicable), and your Regional Liaison of the transition to new leadership. If a new unit leader will not be in place immediately, please give your State Coordinator and Regional Liaison the name of an alternate contact person.
- If you are willing to have the new coordinator contact you with questions about the MRC unit, please include your contact information here:_____.

Information for New Leaders

Welcome to the Medical Reserve Corps! This guide is designed to help you get up to speed with your MRC unit, even if you've never worked with the MRC before. The [MRC website](#) is your best source of information on the MRC program.

Your Unit's Online Profile

Every registered MRC unit has an online profile, and it is important to keep this profile up to date so that potential partners and volunteers can learn more about your unit. The MRC Program also relies on up-to-date unit profiles when providing briefings and outreach to potential partners and stakeholders. To view your unit's profile, visit the [Find MRC Unit](#) page. In order to update your unit's profile, you will need to do the following:

Create an account

- To register to use the interactive features of the MRC website, select the Register link on the header.
- Enter your e-mail address, and select a username and password.
- Complete your contact information. Then, select MRC Director, MRC Coordinator, or Designee and the state and unit.
- The system will display that your information has been submitted and that you will receive an authorization e-mail in 5–7 days.
- An automated email will be sent to you requesting that you activate your account by clicking on the link in the email.
- Once your account has been approved, you will receive another automated e-mail indicating your account has been approved.

Update the Profile

- Log on to the MRC Web site using the username and password you created at registration.
- Once logged in, select the "Unit" tab. Then, select your unit.
- The next page will include your MRC unit's profile page.
- Note that only the MRC Program Office staff and you can see the emergency contact, activation process and answers in the additional information section. This will not be shared with other users of the MRC website.
- Keep the profile up to date** - We request that you update your unit's profile at least quarterly.

MRC Listservs

- The MRC Program Office offers two types of listserv options. Please visit the [MRC Listservs page](#) to register for one of these options.
 - The one-way listserv (medicalreservecorps-l) is used by the MRC Program Office to share major announcements.
 - The second is a two-way listserv (MRCLeaders-l) that allows for those active in the program to share ideas, resources, best practices, and lessons learned. This listserv is conversational and provides great interaction between units, the MRC Program Office, and others involved in the program. All subscribers must review the [MRCLeaders-l Rules and Regulations](#) before subscribing.

Technical Assistance Documents and Resources

- ❑ The [Factors for Success](#) are a comprehensive set of programmatic elements that MRC leaders can use as tools to guide—and gauge—the development of their units.
- ❑ The National Association of City and County Health Officials (NACCHO) offers information and resources to MRC units on the [NACCHO website](#).
- ❑ Your Regional Liaison and State Coordinator are also a source of assistance and support, and your Regional Liaison may contact you to learn more about your unit’s needs for technical assistance. Find information for your [Regional Liaison](#) and [State Coordinator](#) on the MRC website. Send an e-mail or call your Regional Liaison to establish contact and begin receiving information from around the region.
- ❑ The [MRC Network Well Check Webinars](#) are monthly interactive webinars intended to provide MRC unit leaders and State Coordinators with information on a wide variety of topics, largely determined by their interests and needs. These on-going “wellness check-ups” of the MRC network provide a platform to connect, share, and learn with MRC peers and leadership. The webinars are held on the first Tuesday of each month at 2:00 pm ET.
- ❑ The New Leader Orientation is a webinar offered once a quarter by the MRC Program Office. This webinar provides new MRC unit leaders with an overview of the MRC program, the duties and responsibilities of MRC unit leaders, and resources available to help unit leaders develop, manage, and sustain their MRC units. Contact your Regional Liaison for details on the next scheduled webinar.

MRC-TRAIN

- ❑ Once your unit profile has been updated, you should receive login information for your unit’s MRC-TRAIN account. Keep this login information in a safe place! Visit the [MRC-TRAIN website](#) for more information.