



# Guide to MRC Unit Leader Transitions

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*A Guide for Local MRC Units*



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## Guide to MRC Unit Leader Transitions

### *Checklist for Outgoing Unit Leaders*

This checklist is designed to help make the transition to a new Medical Reserve Corps (MRC) unit leader as smooth as possible, allowing your MRC unit to develop and grow even during the transition period. Information for the outgoing unit leader is presented first, followed by information 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- Historical documents related to unit activities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 and regional coordinators, and other important contacts
- The unit's brochure and/or examples of marketing materials used, and information on the vendors that were used to produce the materials, if applicable
- Budget information, if applicable
- Standard operating guidelines, activation plans, position descriptions, etc. (It is helpful to have written instructions for how to accomplish certain tasks, such as printing an ID badge or activating volunteers.)
- Information on any reporting requirements that your unit may have (including forms and due dates)
- Training schedules or materials
- A 1-page summary of events from the previous year
- Login information for the unit's Web site, ID badge system, or a general e-mail account (the new coordinator will need to create his or her own account for the MRC Web site and MRC-TRAIN). This information is located here:  

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- 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. The unit profile was updated on:  

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- Inform your volunteers, your state coordinator (if applicable), and your regional coordinator of the transition to new leadership. If a new unit leader will not be in place immediately, please give your state and regional coordinators 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:  

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## ***Information for New Leaders***

Welcome to the Medical Reserve Corps! This guide is designed to familiarize you with your MRC unit, even if you have never worked with MRC before. The MRC Web site (<http://www.medicalreservecorps.gov>) 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. MRC Program Office staff also rely on up-to-date unit profiles when providing briefings and outreach to potential partners and stakeholders. To view your unit's profile, visit: <http://www.medicalreservecorps.gov/FindMRC.php>. 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 Web site, go to <http://www.medicalreservecorps.gov> and select the Register link, which is located in the header.
- Click the link for User Registration.
- Enter your e-mail address, and create a username and password.
- Complete your contact information, selecting MRC Director or MRC Coordinator, the state, and the unit.
- The system will indicate that your information has been submitted and that you will receive an authorization e-mail message in 5–7 days.
- Once approved, you will receive one e-mail message indicating that your basic account is approved and another e-mail message if you are approved as an MRC Director or Coordinator.

### **Update the Profile**

- Login to the MRC Web site using the username and password you created at registration.
- Once logged in, click the Edit MRC Unit link located in the User Panel under My MRC.
- The next page will include the profile fields for your MRC unit.
- After making any corrections, click the Submit button at the bottom of the page. This will save your updates and post them to the MRC Web site.
- Note that only you and the MRC Program Office staff can see the emergency contact information, activation process, and answers in the additional information section. This information will not be shared with other users of the MRC Web site.
- Keep the profile up to date**—We request that you update your unit's profile **at least quarterly**.

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## The Listserv

- ❑ The MRC Program Office offers two types of listserv options. The first option is a one-way listserv (MEDICALRESERVECORPS-L), which is used by the MRC Program Office to share major announcements. Visit the link labeled “Listserv” at the top of the MRC Web site to subscribe or unsubscribe to the one-way listserv.
- ❑ MRC also offers the MRC Leaders Listserv, which is a two-way listserv that allows those who are active in the program to share ideas, resources, best practices, and lessons learned. This listserv is conversational and allows for great interaction among units, the MRC Program Office, and others involved in the program. All subscribers must review the MRC Leaders Listserv Rules and Regulations before subscribing. View the rules and regulations here:  
<http://www.medicalreservecorps.gov/ListservRulesRegulations>.

## Technical Assistance Documents and Resources

- ❑ On the Toolkit page, users will find guidance documents and tools for MRC units on a wide variety of topics. This is where unit leaders, program partners, and those interested in the MRC find ways to start, improve, or sustain an MRC unit. Sample documents are available in the Promising Practices Toolkit:  
<http://www.medicalreservecorps.gov/PromisingPracticesToolkit.asp>.
- ❑ The National Association of City and County Health Officials (NACCHO) provides resources to MRC units through the Capacity Building Agreement. Learn more about these resources on NACCHO’s Web site:  
<http://www.naccho.org/topics/emergency/MRC.cfm>.
- ❑ Your Regional and State (where applicable) Coordinators are also a source of assistance and support, and your Regional Coordinator may contact you to learn more about your unit’s needs for technical assistance. You can find your Regional or State Coordinator on the bottom of the Find MRC Units page:  
<http://www.medicalreservecorps.gov/FindMRC.php>.

Send an e-mail message or call your Regional Coordinator to establish contact and begin receiving information from around the region.

## 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! More information on MRC-TRAIN can be found here:  
<http://www.medicalreservecorps.gov/TRAINResources>.