# MRC Roles – Guide for Massachusetts Unit Leaders

## MDPH
- Provides funding for MRC Units and reviews/approves associated documentation
- Responsible for development of annual MRC deliverables
- Provides technical assistance for development / implementation of unit workplans and budget support
- MA Responds management, program coordination, trainings, support, and oversight of volunteer credentialing process
- Organizes quarterly MRC drills
- Social media

## MRC Program Office (Federal)
- Provides technical assistance, coordination and other associated services.
- Helps establish, implement, and maintain units (including merging and disbanding)
- Hosts unit profiles on federal website: [mrc.hhs.gov](http://mrc.hhs.gov)
- Regional events and announcements

## MRC Steering Committee
- Provides regional representation to MDPH staff
- Provides MRC policy recommendations to MDPH
- Provides feedback on MRC deliverables
- Provides suggestions/feedback on statewide MRC meeting agendas
- Advances Massachusetts MRC issues of concern with MDPH

## HMCC Sponsoring Organizations
- Oversees MRC financials:
  - Annual budget
  - Quarterly expenditure reports
  - Budget modifications
  - Subcontractor ID Form and supporting documents
- Collects MRC Work Plans (and updates) and quarterly reports and submits to MDPH

## Regina Villa Associates (RVA)
- Compiles quarterly reports from units
- Assists MDPH staff in tracking MRC deliverables
- Provides meeting coordination/staffing
- Maintains state website ([mamedicalreservecorps.org](http://mamedicalreservecorps.org))
- Maintains unit 24/7 contact list
- Sends email announcements/updates to unit leaders
- Provides expiration stickers for ID badges

## Massachusetts Medical Society (MMS)
- Provides MA Responds management, program coordination, trainings, and support
- MA Responds issue resolution with Juvare
- Supports quarterly MRC drills
- Develops and distributes MA Responds Admin Newsletter
- Coordinates the supply and distribution of MA Responds marketing materials

## Statewide Coordinator: Liz Foley
- [liz.foley@mass.gov](mailto:liz.foley@mass.gov)

## MA Responds: Darryen Anderson
- [darryen.anderson@mass.gov](mailto:darryen.anderson@mass.gov)

## Jennifer Frenette
- [Jennifer.Frenette@HHS.GOV](mailto:Jennifer.Frenette@HHS.GOV)

## HMCC Website
- See [HMCC Website](http://hmcc.org) with contact list for the Regions

## Regina Villa Associates (RVA)
- [rchechhio@reginavilla.com](mailto:rchechhio@reginavilla.com)
- [sparitsky@reginavilla.com](mailto:sparitsky@reginavilla.com)
- [apoggenburg@reginavilla.com](mailto:apoggenburg@reginavilla.com)

## Massachusetts Medical Society (MMS)
- [jcoggin@mms.org](mailto:jcoggin@mms.org)

---

Last updated September 2020