



HSC Board of Directors Position Description

Objective: Members of the Board of Directors provide leadership in successfully accomplishing the goals and objectives of the Homeless Services Consortium as outlined in the Community Plan to Prevent and End Homelessness. In particular, the Board provides direction and makes decisions related to funding and requirements of the Department of Housing and Urban Development.

Term Length and

Method of Selection: Length of term and method of selection depend on seat type:

- Homeless Service Agency Seats: 3 year terms, elected by Membership
- At-Large Seats: 3 year terms, elected by Membership
- Lived Experience of Homelessness Seats: 3 year terms, elected by Membership
- Lived Experience Committee (LEC) Seat: 1 year term, appointed by LEC
- Youth Action Board (YAB) Seat: 1 year term, appointed by YAB
- Chair of the HSC Membership: 1 year term, elected by Membership
- Lead HMIS Agency Seat: 3 year term, appointed by HMIS Lead, non-voting

Meetings and Time

Commitment:

The Board holds monthly meetings that last approximately 2 hours. In addition, there may be additional meetings of approximately 2 hours held quarterly to provide more education and information to Board members or to make time-sensitive decisions. The Board may meet more frequently if required.

Attendance at and participation in these meetings is the most important component of Board membership. Excessive absences reduce the effectiveness of the Board and the ability of the Board to represent the diverse interests of the Homeless Services Consortium. Board members should notify the Board President if they must miss a scheduled meeting.

Board members are asked to prepare for Board Meetings by reviewing the agenda and any accompanying documents in advance. Board Members have the opportunity to participate in Review Teams for funding decisions and workgroups addressing particular issues or initiatives of the Board. All Board Members are also expected to participate regularly in at least one Standing Committee of the HSC.

Please see the Board of Directors Code of Conduct for further details about participation and time commitment.

Responsibilities:

The key responsibilities of all Board of Directors Members include:

- Adhere to the Code of Conduct, including treating others with respect
- Participate attentively and openly in Board activities
- Represent the Homeless Services Consortium as a whole, considering the needs of all sub-populations, programs, and agencies to support the entire homeless services system
- Make decisions regarding the allocation of CoC & EHH funding
- Review and approve changes to the Written Standards
- Set priorities from the Community Plan to Prevent and End Homelessness
- Set annual advocacy priorities
- Participate in strategic planning; establish mission, vision, goals and objectives and monitor their successful achievement
- Determine the consortium structure and ensure compliance with the bylaws
- Become familiar with the consortium's programs and activities
- Serve on at least one committee; regularly attend meetings and be an active participant
- Employ, evaluate and monitor the CoC Coordinator
- Serve as an interpreter, information source, and 'good will ambassador' to the community for the work of the HSC

Seat-Specific

Responsibilities:

Some Board Members have specific responsibilities in addition to those listed above because they are appointed or elected to be liaisons between the Board of Directors and other groups.

Lived Experience Committee Seat: The Board Member appointed by the LEC is responsible for being a liaison between the LEC and the Board, including ensuring that the needs and concerns of the LEC are brought to the attention of the Board and helping facilitate the Board seeking the input and expertise of the LEC.

Youth Action Board Seat: The Board Member appointed by the YAB is responsible for being a liaison between the YAB and the HSC Board, including ensuring that the needs and concerns of the YAB are brought to the attention of the HSC Board and facilitating the Board seeking the input and expertise of the YAB.

Membership Chair: The Membership Chair is responsible for being a liaison between the Membership and the Board, including ensuring that the Membership and Board agendas reflect the interests of the HSC as a whole and that the needs and concerns of the Membership are brought to the attention of the Board. Please see the Membership Chair Job Description for more information about the role of the Membership Chair.

Board Executive Committee:

Executive Committee positions are elected by the Board of Directors from among its Members on an annual basis. The responsibilities of these positions are as follows:

President: The Board President ensures that the Executive Committee and Board of Directors meet as often as is necessary, participates with other Executive Committee members in creating meeting agendas, and facilitates meetings. With approval from the Executive Committee, the President represents the HSC through support letters, signed petitions, media requests, and other advocacy actions. The President takes leadership in ensuring that the Board of Directors operates in an inclusive, productive, and effective way. If the President will be unavailable to

respond to urgent Board matters for longer than a week, they will notify the CoC Coordinator and Executive Committee. The President will serve on the Funders Committee.

Vice President: The Board Vice President participates with other Executive Committee members in creating meeting agendas, and supports the President in facilitation of meetings. The Vice President helps ensure that meeting time constraints are observed and serves as a liaison between the chairs of HSC Committees and the Board of Directors. In the event the President is unable to attend a meeting, the Vice President is first in line to assume the responsibilities of the President.

Secretary: The Board Secretary participates with other Executive Committee members in creating meeting agendas and takes minutes at all meetings of the Board of Directors. The Secretary ensures that meeting minutes include attendance, all relevant points of discussion, and the results of votes, and submits minutes to the CoC Coordinator within one week of each meeting.

Treasurer: The Board Treasurer participates with the other Executive Committee members in creating meeting agendas. The Treasurer oversees all financial affairs for the HSC Board of Directors and presents financial reports at monthly Board meetings. The Treasurer establishes and maintains appropriate financial records, accounts, and practices and develops budgets and fundraising plans as appropriate.