

Continuum^{Western VA 513} of Care



Committee Member Handbook & Agreement

The Western Virginia Continuum of Care (CoC) is a collaborative process and approach to planning for and managing homeless assistance resources and programs effectively and efficiently to end homelessness in the jurisdiction. HUD has designated this CoC as VA-513. The CoC is designed to address critical issues related to homelessness through a coordinated community-based process of identifying and addressing needs utilizing varied resources, avoiding duplication of efforts, leveraging resources, and coordinated planning.

All CoC Committee members, Deputy Chairs, and Chairs are to review, sign, and return this Committee Member Handbook and Agreement before beginning Committee work with the CoC. Descriptions of the standing CoC committees are as follows:

Executive Committee

The CoC Executive Committee is the official governing and lead decision-making body of the Western Virginia CoC. This committee is responsible for administrative oversight of the CoC and is the lead entity managing community planning, coordination, and evaluation to ensure that the system of housing and homeless services rapidly and permanently ends homelessness. The Executive Committee is comprised of:

- Chairs of each standing committee,
- at least one representative each from the lead agency for the state collaborative applications,
- at least one representative from the lead agency for the federal collaborative application,
- a representative from the homeless community,
- a representative from Centralized Housing Intake, and
- the HMIS Administrator shall serve as an ex officio member.

Responsibilities include:

- Provide direction and leadership for CoC processes
- Make all formal decisions of the CoC
- Strategic planning and goal-setting
- Establish priorities for and make decisions about the allocation of CoC resources
- Coordinate CoC funds with other relevant resources in the jurisdiction
- Monitor and evaluate both system wide and individual program performance on established goals
- Establish committees and task groups as needed to perform CoC functions
- Select CoC Collaborative Applicant and HMIS lead agency

- Enter into all contracts and Memoranda of Understanding on behalf of the CoC and monitor performance under these contracts
- Respond to changes from HUD and DHCD
- Create and evaluate CoC guiding documents

Best Practices Committee

The Best Practices committee is responsible for researching and implementing best practices for meeting the needs of people experiencing homelessness in the region. This committee is charged with establishing a CoC coordinated assessment system, creating and implementing written standards for administering assistance, promoting regional cooperation, partnerships, and knowledge sharing, assessing regional training needs, and facilitating training opportunities.

Media Advocacy Committee

This Committee will increase the visibility of the CoC and advance strategies and solutions to reduce homelessness in the region. A media plan will be created each year with quarterly reviews and updates of media coverage. Activities will include developing messages about homelessness to be used in the media, drafting press releases, posting on social media, and pitching stories to the media. All activities will adhere to the CoC’s Media Relations Policy.

Compliance & Evaluation Committee

The responsibility of the committee is to establish and execute a process to review and rank projects to be included in the HUD applications. Activities include regular site visits to DHCD grantee agencies and review of financial and programmatic performance of DHCD and HUD grantees and applicants. Membership is adjusted as needed in response to the need for unbiased and impartial project application review and can include at-large members who represent entities affected by the CoC.

Data and Performance Committee

This committee will promote the use of data to drive decision making. The committee is charged with reviewing and approving a consistent point in time methodology, setting performance standards, and overseeing data quality and performance measurement of all CoC-funded programs.

VOTING AND MEMBERSHIP REQUIREMENTS

Individuals can participate in committee work as a member, Chair, or Deputy Chair. Distinct differences between the three roles are outlined in the chart below.

| Committee Chair | Deputy Chair | Committee Member |
|---|--|---|
| <ul style="list-style-type: none"> • serve for two years • serve on the CoC Executive Committee • monitor meeting attendance and reach out to members as appropriate • assist in the creation of meeting agendas • facilitate meetings • speak on behalf of the committee | <ul style="list-style-type: none"> • serve for one year • fill the role of committee Chair as necessary • succeed committee Chair | <ul style="list-style-type: none"> • serve for at least one year • actively participate in committee work |

- Deputy Chairs are individuals who will succeed their current committee Chair. This individual shall “shadow” the current Chair for one year and then subsequently assume the role and responsibilities of the committee Chair.
- Committee members are expected to serve in their role for at least one year. At the end of one year, the member may elect to serve for another year with the same committee, request to be moved to another committee, or end their committee participation.
- Deputy Chairs are expected to serve a 2-year term, with a mandatory 1-year gap between terms. Chairs and Co-Chairs are elected by their respective committees in September and take office in October. To ensure continuity of CoC work, terms are staggered.
- Committee Chairs, Deputy Chairs, and members, or their proxies, shall attend at least 75% of their respective committee meetings over a one calendar-year time period. Those who fail to do so are subject to removal by vote of their respective committee. The committee may appoint a substitute in the event of the removal of a member. The substitute will serve the duration of the original term and may apply for an additional term.
- The process for joining a committee is as follows:
 - a. Self or peer-nomination for committee membership
 - b. New member signs and returns Western Virginia Continuum of Care Member Agreement to CoC Coordinator
- VHSP and HUD grantees are required to actively participate on at least two committees in the CoC. Active participation includes regular attendance of CoC meetings, committee membership, contribution to CoC projects, etc.

Resignation: A Chair, Deputy Chair, or member may resign from their Committee at any time by giving written notice to his/her respective Committee. Any such resignation will take effect immediately.

Voting: The majority of the number of current committee members constitutes a quorum, provided that the Chair or Deputy Chair is present. Quorum is required to hold a vote regarding a funding decision, membership nominations, and to act on behalf of a Committee or the CoC.

- Each committee member will have one vote. Voting by proxy will not be allowed unless a majority of a meeting’s attendees agree to allow it.
- Individuals who represent an agency that is directly affected by the outcome of a vote may not participate in the discussion or vote on that matter.

Western Virginia Continuum of Care Member Agreement

I _____ (member name) of
_____ (member's affiliation) have read and fully understand the Western Virginia Continuum of Care (CoC) Member Handbook. By signing this document, I accept the outlined responsibilities of a CoC Committee member. My ____ year term as a Committee member / Committee Deputy Chair/ Committee Chair (circle one) begins on the date that I sign this agreement, unless indicated elsewhere.

Member Signature

Date

CoC Co-Chair Signature

Date

CoC Co-Chair Signature

Date

