



Volunteer Title: Board Member

Scope:

The primary function of the Out-Wayne CoC Board of Directors is to support the membership by streamlining decision making for time-sensitive non-financial and process matters. Board members will also serve on one of the formal or ad hoc committees established by the Out-Wayne Continuum of Care (CoC), including, but are not limited to, the following: Planning and Program Development; Community Engagement; Quality, Performance & HMIS; Racial Equity; and, Governance Charter. Board Members are responsible for acting in the best interest of the CoC by advancing its mission to help homeless, imminently homeless, and marginally housed persons locate, secure, and sustain permanent housing.

Responsibilities:

- ❖ Convene monthly meetings of the Board and membership
- ❖ Prepare materials for board and membership meetings, including
- ❖ posting announcements of meetings, preparation of agendas, and publishing meeting minutes. These responsibilities may be designated to the Facilitator, consultant, or other Lead Agency designee
- ❖ Facilitate voting by Membership on all normal matters of business that come before the CoC requiring a decision rendered by Membership
- ❖ Establish priorities for the Lead Agency and HMIS Lead Agency consistent with grant agreements
- ❖ Execute agreements with the Lead Agency and HMIS Lead Agency
- ❖ Determine and carry out a process for an annual review and report of the Lead Agency and HMIS Lead Agency
- ❖ Strategic alignment of programs, resources, and activities that further the collective efforts of the CoC to end homelessness

- ❖ Orientation and mentoring of new community-wide members and members of the Board and Executive Committee
- ❖ Advise on financials as it relates to program budgets and revenue and expenditures on behalf of the CoC
- ❖ Vote on recommendation by membership with regards to ranking of funding applications submitted by agencies in conjunction with the annual HUD Continuum of Care NOFA or other funding opportunities

Opportunities:

- ❖ Community organizing.
- ❖ Networking with community leaders.
- ❖ Resource knowledge development.
- ❖ Planning and organizational learning opportunities.
- ❖ Experience in systems planning
- ❖ Experience leading a diverse group of people
- ❖ Opportunity for professional growth
- ❖ Improvement of individual capacity
- ❖ Leadership development

Qualifications:

- ❖ Up to date for membership dues (dues cover the calendar year January through December). Waiver of dues can be requested to eliminate any potential financial hardship.
- ❖ Has interest in services offered to homeless participants of Out-Wayne County
- ❖ Actively participates in 75% of Board and CoC monthly meetings
- ❖ Serves as a member of one committee with 80% attendance
- ❖ Participates in the Point-in-Time Count planning or day of activities
- ❖ Attends the annual community-wide meeting(s)
- ❖ Attends and/or supports the fundraising annual event

Volunteer Hours:

- ❖ Approximately 2 to 3 hours bi-monthly.