

MISSOURI BALANCE OF STATE CONTINUUM OF CARE

NEW BOARD MEMBER ONBOARDING

Responsibilities, expectations
and duties

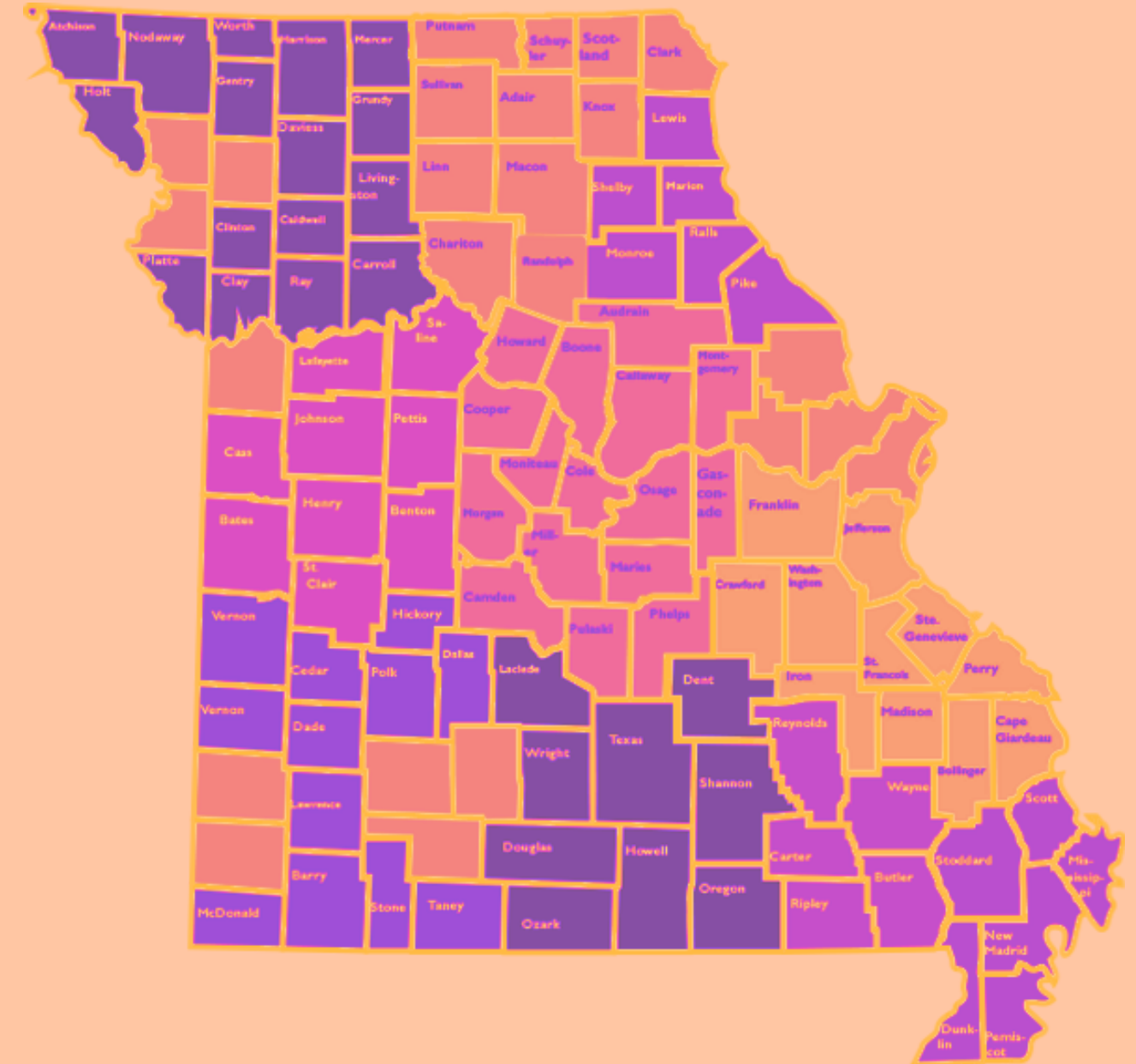


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Purpose:

The MO BoS CoC is the planning body that coordinates the community's policies, strategies, and activities toward ending homelessness for one hundred and one (101) counties of the Balance of State of Missouri.

Its work includes gathering and analyzing information in order to determine the local needs of people experiencing homelessness, implementing strategy, educating the community, providing advice on the operations of homeless services, and measuring CoC performance.

The Board is the primary decision-making body of the CoC and responsible for its function, including establishing the process for applying, reviewing and prioritizing project applications for funding in the annual HUD Homeless Assistance CoC Grants competition.



Responsibilities:

The MO BoS CoC and Board responsibilities include the following:

- Operating a Continuum of Care
- CoC Planning, Designating and Operating an HMIS
- Preparing an Application for CoC funds, per the Continuum of Care/HEARTH Interim Rule 24 CFR 578.

These responsibilities may be delegated for oversight and administration to the MO BoS Collaborative Applicant, MO BoS HMIS lead, and/or MO BoS CoC staff.

BOARD SELECTION

- All CoC eligible voting members shall gain membership to the Board through a nomination and election process.
- Each Region shall hold an election for representatives for Board seats. Elected regional Board member names and the regional minutes electing that person must be submitted to the Collaborative Applicant by October 1st.
- Should a Region choose not to nominate, the Board shall nominate and vote on an individual from the Region to the vacant seat to serve until the next regional election.
- Nominations for at-large Board representatives shall be solicited by the Board, through the Collaborative Applicant, at least 30 days prior to the annual CoC membership meeting.
- The at-large Board membership election shall occur during the annual CoC membership meeting.

MEMBERSHIP OF THE BOARD

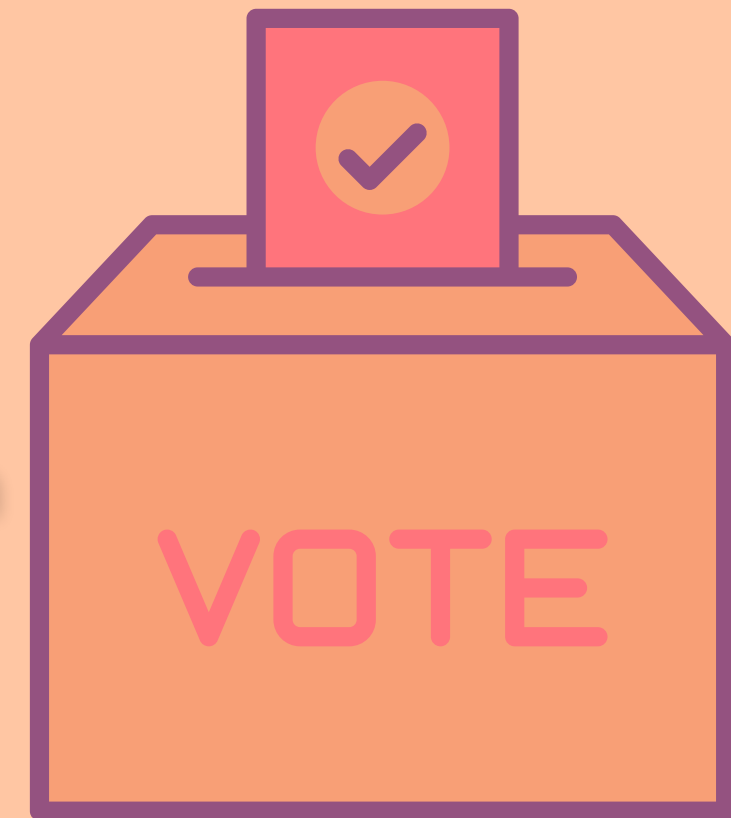
- Includes representatives from all Regions within the Balance of State, as well as at-large representatives.
- Shall be comprised of a minimum of eleven (11) and a maximum of nineteen (19) members.
- Includes an elected Board member from each Region.
- A maximum of up to nine (9) at-large Board seats shall be filled through a CoC-wide nomination and election process.
 - At-large members should represent multiple regions (lives or works in any county within the CoC) and at least one sector listed below.
 - Priority will be given to sectors not currently represented on the Board.

MEMBERSHIP OF THE BOARD

- Shall include a diverse membership and represent the homeless population served within the CoC.
 - Members are encouraged to participate from all sectors, including victim services providers and all homeless services. No more than two (2) at-large members may serve from the same sector.
- No more than one person from a CoC member agency may serve on the Board at one time.
- Each individual Board member may hold only one seat.
- No more than half of Board membership may be represented by CoC funded agencies.
- A member of the Collaborative Applicant/Lead Agency and HMIS Lead Agency shall serve as ex-officio, non-voting members of the Board.
- At least one homeless or formerly homeless person shall serve in an elected position on the Board, per 24 CFR 578.75.

LEADERSHIP OF THE BOARD

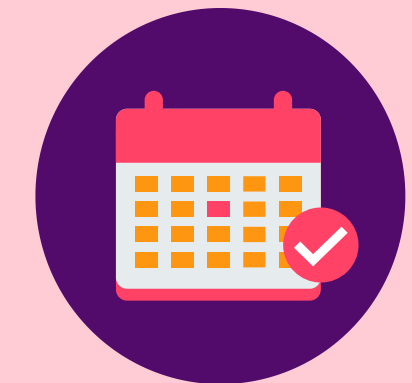
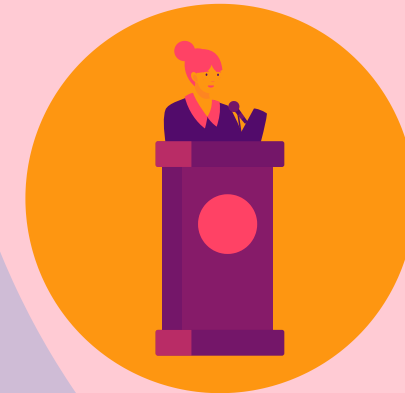
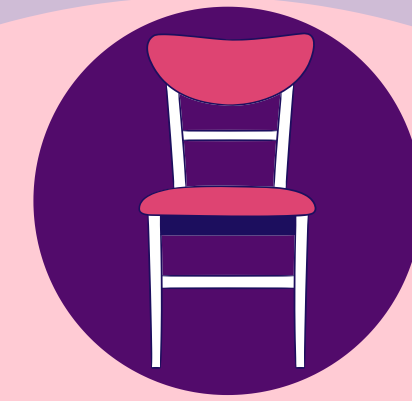
- Must elect: Board Chair, Vice Chair, Secretary. These make up the Executive Committee
- Process for selecting Executive Committee:
 - Nominations from sitting Board in November
 - Election of Officers are presented and voted up in December annual Board Meeting
 - Executive Committee elected for two year term
 - Every 5 years, the CoC shall review, update and vote on this process



DUTIES OF THE BOARD: THE CHAIR

The Chair shall:

- Facilitate Board Meetings;
- Act as a spokesperson for the Board;
- Schedule meetings;
- Ensure other officers perform duties as assigned;
- Assign members of the Board to a committee;
- Establish workgroups, as needed, and appoint a chair for those workgroups; and
- Delegate other CoC duties as necessary.



DUTIES OF THE BOARD: THE VICE CHAIR

The Vice-Chair shall:

- Fulfill the duties of the Executive Committee when the Chair or Secretary are unavailable;
- Serve as Interim Chair should the Chair resign or leave office; and
- Coordinate with committee chairs to ensure workplans are implemented.



DUTIES OF THE BOARD: SECRETARY

The Secretary shall:

- Record meeting minutes and motions, 2nds, and votes. Ensure all Board and CoC meeting minutes and voting results will be maintained by the Collaborative Applicant;
- Ensure that all books, records, lists and information, required to be maintained by Collaborative Applicant are so maintained and safeguarded;
- Provide Board and CoC meeting notices as required by law and the Governance Charter; and
- Perform such other duties as assigned.
- Some, all or any of these duties may be delegated to the Collaborative Applicant.

BOARD MEMBER TERMS OF OFFICE

Term limits shall be as follows:

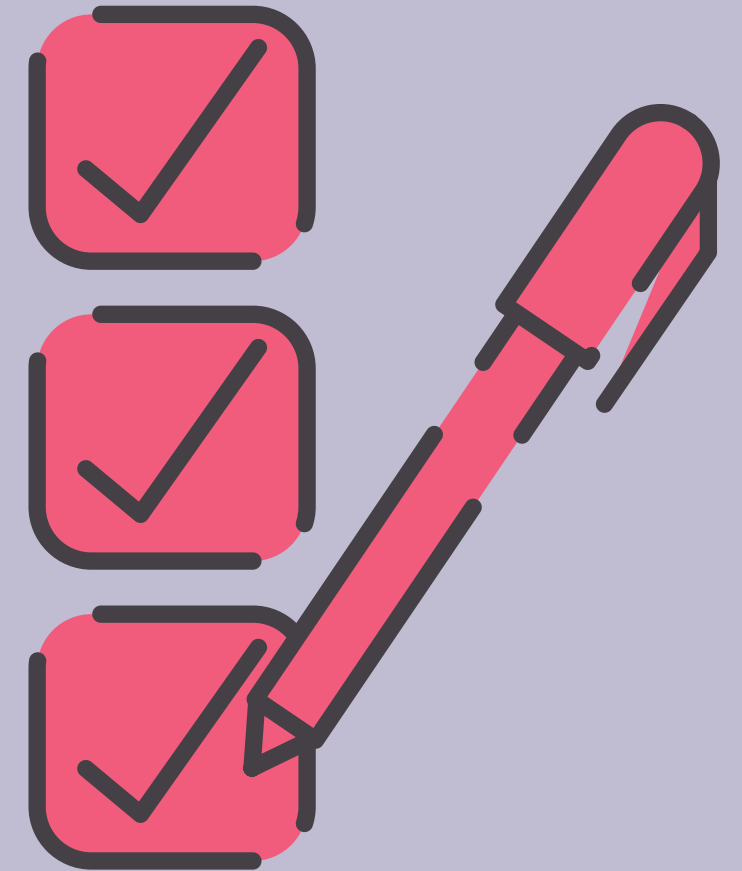
- The initial Board members shall serve staggered terms of one-, two-, or three- years decided through electronic randomization.
- Board members shall serve staggered three- year terms
- Individuals may serve on the Board for two consecutive terms, through the established election process. Individuals may be re-elected to the Board after not serving for one year.
- If a board member's first term is a partial-year term, the partial-year term will not count toward two consecutive terms.
- Board terms shall run January 1 to December 31.

BOARD MEMBER RESPONSIBILITIES

- Attend at least 75% of Board meetings and contribute to actions;
- Attend at least 50% of CoC membership meetings;
- Serve on a committee of the CoC;
- Participate in activities, including:
 - the Point-in-Time count
 - HMIS oversight
 - advocacy and public education efforts
 - project and system performance reviews
 - the application processes for CoC Homeless Assistance Grants and other funding proposals
- Seek input from and report back to the constituency the key issues, and otherwise keep aware of needs within the CoC.

VOTING AND QUORUM AT BOARD MEETINGS

A simple majority of the current Board members shall constitute a quorum. If a quorum is present when a vote is taken, including by telecommunication or email, the affirmative vote of a majority of Board members present will constitute an act of the Board unless this Charter, or any law, require the vote of a greater number of Board members. Proxies/votes in absentia are not allowed for attendance and/or voting purposes.



BOARD PROCEEDINGS

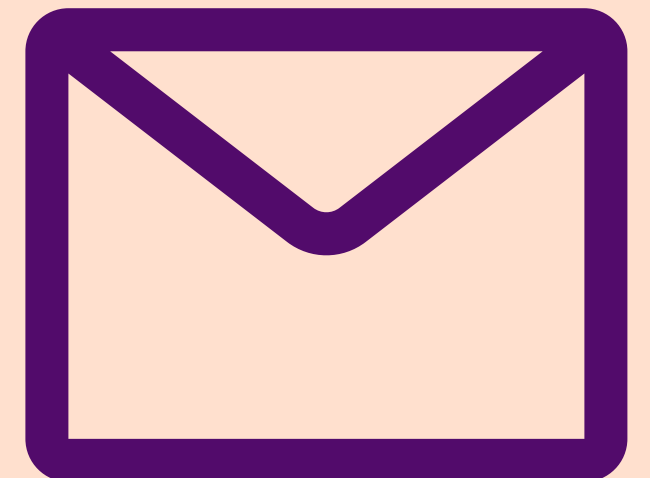
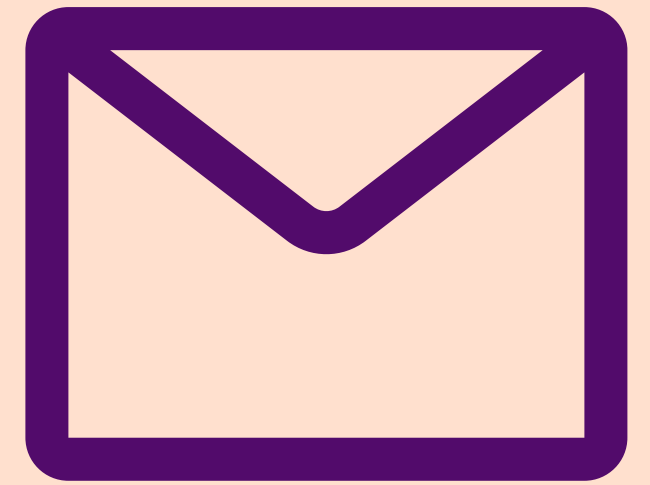
Board meetings will occur at least quarterly, or more often as needed..

- Board meetings are open to the general public, with the exception of Executive Sessions.
- Board meetings held in December are designated as the annual Board meeting for purposes of this Charter. Election of officers shall be held at the annual Board meeting.
- Board meeting minutes are available to the general public and CoC via posting to the MO BoS CoC website.

NOTICE OF MEETINGS

Board meeting notification shall occur in the following manner:

- Written and/or printed notice of each Board meeting indicating the date, time, and meeting location; and
- Meeting notifications will be sent by mail, fax and/or email to each Board member no less than 7 days prior to meeting date.
- Board meeting notifications may be provided by any person or persons having authority to call a meeting.
- Board meeting agendas will be posted on the MO BoS CoC website no less than 24 hours in advance of the meeting.



SPECIAL MEETINGS

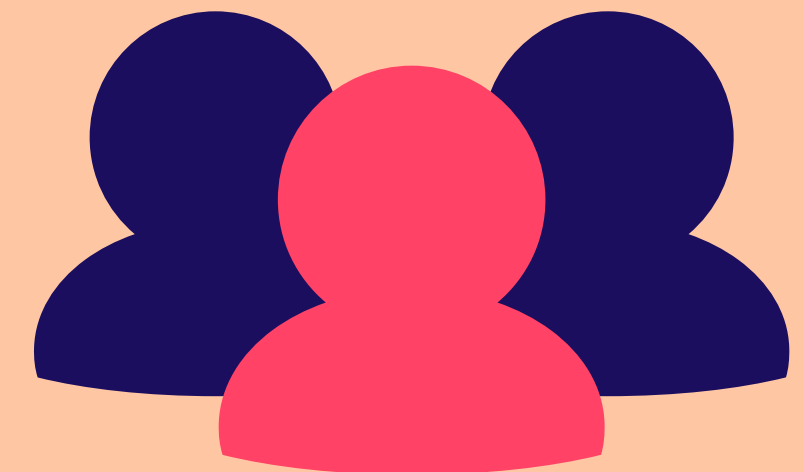
Special or emergency Board meetings may be called by the Board Chair by providing at least twenty-four (24) hour notice to Board members, with notification made by phone call or email. Meeting notices and agenda shall be posted to the MO BoS CoC's website



MEETINGS BY CONFERENCE, TELEPHONE OR TELECOMMUNICATIONS

Board meetings may be conducted by any means of communication whereby all persons participating in the meeting can simultaneously hear each other and fully participate.

Participation in such a meeting applies as in attendance for that meeting.



CHARTER AMENDMENT AND REVIEW

Charter requires a majority vote from the Board, and final ratification by CoC membership present during regularly scheduled CoC meetings. Notice of any amendment to the Charter shall be provided to the CoC membership at least thirty (30) days in advance.



CONFLICT OF INTEREST AND CODE OF CONDUCT

All members of the Missouri Balance of State Continuum of Care, including Board members, have the responsibility for high standards of honesty, integrity, courtesy, respect, and ethical conduct in all CoC activities. Members are expected to conduct themselves in a professional manner while carrying out the business of CoC and to:

- Advocate on behalf of people experiencing homelessness, or at risk, with respect, concern, and compassion;
- Exercise due diligence in all CoC business and act within the boundaries of their authority;
- Carefully prepare for, attend, and participate in CoC meetings, committees, and other assignments;
- Accept responsibility to be informed of issues and to administer CoC business with professionalism;
- Approach CoC activities with a positive attitude and open communication, dedication, and collaboration; and
- Respect and value the work done by, and the diversity of, opinions expressed by, other members of CoC, and our partnering agencies and organizations, and to formally register dissent or disagreement only in an appropriate and professional manner.

CONFLICT OF INTEREST AND CODE OF CONDUCT CONT.

Members must conduct CoC business within guidelines that prohibit actual, perceived, or potential conflicts of interest and serve to avoid personal gain.

- An actual, perceived, or potential conflict of interest occurs when a member is in a position to influence a decision that may result in a personal gain for that member, a relative, or an entity with which the member is associated. Personal gain may result from financial interest, a substantial gift, or any form of special consideration.
- CoC and Board members are expected to identify any conflicts prior to any activities where that would be an issue.
- No CoC or Board member may participate in discussions or resulting decisions concerning the award of a grant or financial benefits to the organization that the member represents.
- All members must respect and protect privileged information to which there is access in the course of CoC duties and may not divulge or profit from the confidential information learned while performing CoC duties.

CONFLICT OF INTEREST AND CODE OF CONDUCT CONT.

Any concerns regarding Code of Conduct or Conflict of Interest matters must be brought to the attention of the Board who will consider all facts and will make a recommendation regarding what further action, if any, should be taken, including, but not limited to immediate removal from the Board or membership for a minimum of one (1) year.