

Missouri Balance of State Continuum of Care



REGIONAL ROLES AND RESPONSIBILITY POLICY

Missouri Balance of State Continuum of Care

Abstract

The ten regions of the Missouri Balance of State Continuum of Care should utilize this policy to dictate leadership roles and responsibilities.

Lead Agency Team: Community Partnership of Southeast

Missouri

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Regional Roles and Responsibility Policy

Introduction

This policy outlines the roles deemed necessary to functionally run a region within the Missouri Balance of State Continuum of Care. As a rural Balance of State CoC, we recognize the recruitment of multiple individuals to hold each of these roles may be difficult, therefore, it is often necessary that the same person or organization hold multiple roles as needed in the region. For information for voting refer to the Election & Voting section of this document. Regions should refer to this document as needed for guidance of the responsibilities for regional leadership.

Regional Roles

Regional Chair

The responsibilities of the Regional Chair are as follows:

- Facilitate the monthly regional business meeting, including creating an agenda and coordination with Regional Board Representative(s) for planning
- Ensure all regional leadership roles are filled
- Ensure leadership is elected annually
- Ensure coordination of the regional board election
- Aid in recruitment of PIT Coordinators for the Point in Time Count
- Aid in recruitment of new members to regional meetings
- Focus on incorporating local agencies that support homeless needs and services

Regional Vice Chair

The responsibilities of the Regional Vice Chair are as follows:

- Facilitate regional meeting as substitute for Regional Chair as needed
- Step into the role of Regional Chair if the seat is vacated
- Support the efforts of the Regional Chair
- Recruit and engage local community organizations
- Be familiar with the work of the Regional Chair

Secretary

The responsibilities of the Regional Secretary are as follows:

- Record the minutes for the Regional Meetings, including:
 - o Attendance
 - o Motions: moved/second; vote documentation (pass, fail, abstentions)
 - o Summary of discussion
 - o Document case conferencing
 - Attendance
 - Client ID number and referral status





Coordinated Entry Lead

The responsibilities of the Coordinated Entry Lead are as follows:

- Maintain the case conferencing workflow
- Represent the region on the Coordinated Entry Committee as a voting member
- Create agenda for case conferencing meeting
- Work with the Level 4 List Holder and the Paper – List Holder for case conferencing needs
- Partner with the Level 4 List Holder to ensure Access Points and Referral programs are meeting CES Written Standards
- Facilitate Special Voucher activities
- Maintain a record of Regional Access Points
- Work with region to develop and recruit agencies to Coordinated Entry System
- Assess/determine need and coverage of Access Point within the region
- Evaluate need for additional access points considering geographical coverage and agency capacity

* Coordinated Entry Lead does not Generate Referrals

Regional Board Member

The responsibilities of the Regional Board Member are as follows:

- Represent the region accordingly at the Board of Directors level
- Inform the region of updates from the monthly Board meeting
- Attend all regional meetings

At-Large Board Member(s)

The responsibilities of the At-Large Board Member(s) are as follows:

- Should represent and support local concerns at appropriate regional meetings
- Attend meetings for regions that organization is active in
 - o Connect members of staff to participate in regional meetings as needed to ensure consistent activity between representation and local effort

Level 4 List-Holder

The responsibilities of the Level 4 List-Holder are as follows:

- Must maintain HMIS access and training
- Generate Prioritization List for case conferencing
- Consolidates Paper-list-Holder’s Non-HMIS list with PL
- Provide general CES access for region





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- Generate referrals for clients based on the PL and case conferencing decisions
- Participate in CES committee discussions as a non-voting member (unless otherwise given voting membership)
- Assisting with emergency transfers
- Ensure that regional CES work matches the CES standards

“Paper” List-Holder—Non-HMIS PL

The responsibilities of the Paper List Holder (Non-HMIS PL) are as follows:

- Provide general CES access for domestic violence organizations and non-HMIS individuals
- Consolidate any non-HMIS clients in the “paper-list”
- Send non-HMIS entries to Level 4 List-Holder for consolidation

Election & Voting

Election

Elections for leadership within the region will be held annually for the following positions: Chair, Vice Chair, Secretary, List Holder and Paper List Holder. CE Leads will be elected every two years. Regional and At-Large Board Members are elected as outlined in the Mo BoS CoC [Governance Charter](#). Elections shall be held in the month of October during the monthly regional meeting. Nominations must be sought 30 days prior to the election, however self-nominations may be presented at election meetings. One individual or organization may hold multiple roles within a region. For regional leadership, there are no term limits. The term cycle for regional leadership is from the 1st of January to the 31st of December. Vacancies created during the year may be filled by election at any regular Regional meeting. If elected to a vacant position the term is through December 31st. Resignations shall be submitted in writing to the Regional Chair.

Voting

To be able to vote in regional elections, organizations must be a member of the CoC. There may be one vote per an organization for elections and regional matters. Individuals may not submit multiple votes if they represent more than one agency. Proxy votes must be submitted to the Regional Chair prior to the meeting. Regions may elect to vote by email. Individuals should abstain from voting in matters that directly affect their agency including leadership positions.

Grievance and Conflict of Interest

If an organization or individual has a grievance against an individual in a leadership position, a grievance must be submitted in writing to the Mo BoS CoC Board of





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Directors. Responses to the grievance will be provided within 30 days. In so far as possible, the confidentiality of the person submitting the grievance will be maintained. The Board of Directors has the power to remove any individual from an elected leadership position following a formal review.

Refer to the [Governance Charter](#) Conflict of Interest Policy for matters concerning Conflict of Interest.

