

# River Valleys Regional Continuum of Care Committee

## Coordinator Position Description

### PRIMARY ROLE

Coordinate and provide leadership to the River Valleys Regional Continuum of Care Committee to achieve the goals and mission of the Committee. Our mission is “to prevent, respond to, and help end homelessness in Southeastern Minnesota by coordinating services and maximizing resources”.

### RESPONSIBILITIES

1. Chair CoC meeting in the event the co-chairs are unavailable.
2. Automatic designee for co-chair responsibilities when Co-Chairs are absent
3. Work with Co-Chair and committees to develop meeting agendas and disseminate information.
4. Be a partner with the Co-Chairs in leading the CoC Committee in achieving the CoC goals, plan and mission.
5. Support and encourage the Committee’s role in developing Exhibit One and carrying out the work plan and goals.
6. Attend the statewide CoC Coordinators meetings and ensure attendance at other CoC related meetings and trainings.
7. Write and/or sign support letters and pertinent documents on behalf of the CoC in the absence of the Co-Chairs.
8. Ensure timely submission of Exhibit One
9. Receive APR’s from HUD, initiate action in coordination with TA sub-committee.
10. Responsible for fulfilling the terms of the contract.
11. Provide technical assistance and support to all committees and sub-committees as needed.

### REQUIREMENTS

1. Attend CoC meetings.
2. Familiarity with meeting facilitation and Roberts Rules of Order.
3. Neutral, non-voting participant.

# **River Valleys Regional Continuum of Care Committee**

## **Co-Chair Position Description**

### **PRIMARY ROLE**

Provide leadership to the River Valleys Continuum of Care Committee to achieve the goals and mission of the Committee. Our mission is to prevent, respond to, and help end homelessness in Southeastern Minnesota by coordinating services and maximizing resources.

### **RESPONSIBILITIES**

1. Chair CoC Committee meetings.
2. Work with Coordinator and Committee to develop meeting agendas and disseminate information.
3. Be a partner with the Coordinator in leading the CoC Committee in achieving the CoC goals, plan and mission.
4. Support and encourage the Committee's role in developing Exhibit 1 and carrying out the workplan and goals.
5. Attend the statewide CoC Coordinators meetings and ensure attendance at other CoC-related meetings and trainings.
6. Write and/or sign support letters and pertinent documents on behalf of the CoC.
7. Work with coordinating agency in the absence of Coordinator.

### **REQUIREMENTS**

1. Representation of both the private and public sectors
2. At least one full year of active involvement in the Continuum of Care process
3. Regular attendance at CoC Committee and Subcommittee meetings
4. Familiarity with meeting facilitation and Roberts Rules of Order

### **TERM**

Staggered two-year terms

# **River Valleys Regional Continuum of Care Committee**

## **Recorder Position Description**

### **PRIMARY ROLE**

Support the CoC Coordinator and Committees to achieve the goals and mission of the River Valleys Continuum of Care Committee. Our mission is “to prevent, respond to and help end homelessness in Southeastern Minnesota by coordinating services and maximizing resources”.

### **RESPONSIBILITIES**

1. Record minutes for the plenary meetings and committee meetings as assigned.
2. Work with the CoC Coordinator to disseminate information.
3. Maintain member attendance records.
4. Maintain member database.
5. Assist Exhibit One Committee.
6. Attend meetings.
7. Bind and distribute final version of Exhibit One to committee and as requested.
8. Provide bound Orientation Manual to members as requested.
9. Prepare mailings.

### **REQUIREMENTS**

1. Attend meetings.
2. Non-voting participant.
3. Staff the following subcommittees: Executive, Exhibit 1, Orientation & Recruitment.