

## **EQUITY & INCLUSION COMMITTEE APPLICATION FORM INFORMATION**

*(application begins on page 4)*

### **EQUITY & INCLUSION COMMITTEE GOVERNANCE**

The Equity and Inclusion Committee (EIC), a committee of the Continuum of Care (CoC), is responsible for developing and implementing plans and processes to assess whether the CoC's policies and resource allocation decisions are positively impacting inequities among homeless individuals and families in the community. The committee will work closely with the Data Advisory Committee (DAC), Coordinated Entry Oversight Committee (CEOC) and the training workgroup.

### **EQUITY & INCLUSION ROLES & RESPONSIBILITIES**

In order to ensure that the Charlotte-Mecklenburg CoC promotes diversity, equity and inclusion in housing and service agencies in Mecklenburg County, the key tasks of the EIC shall include:

- Collecting data related to addressing disparities in the homeless services system
- Developing plans and processes to address disparities in the system
- Working with agencies/organizations to implement plans on reviewing their practices using a racial equity lens
- Working with the CEOC annually on CE evaluation
- Ensuring CoC Written Standards are written from a racial equity lens
- Host community trainings in partnership with the training workgroup related to equity and inclusion

### **EQUITY & INCLUSION COMMITTEE COMPOSITION**

The EIC will consist of no more than 12 members, and no fewer than 8, all of whom will have one vote. EIC composition is categorized into two sections: Ex-officio and elected. Elected positions include population-specific and service-specific areas. It is possible for one EIC member to cover multiple sections as well as different roles/areas.

- Minimum of 1 CoC Board member
- 1 person from the Homeless Management Information System (HMIS) Lead Agency
- 1 CoC Collaborative Applicant designee
- 1 person with research expertise
- 1 person who engages in equity and inclusion work in their organization
- 7 other members from the CoC (can include other CoC Board members)
- At least 1 member should be a person with lived experience in homelessness
- The membership should be demographically diverse.

All EIC members must also be member organizations or individuals of the CoC. The EIC is committed to a diverse and inclusive committee composition in terms of race, gender, sexual orientation, immigration status, and other factors. It is important to have front-line and high-level views represented on the EIC.

## **EQUITY & INCLUSION COMMITTEE ELECTED ROLES**

### Population Specific

To ensure that all subpopulations have equal access to the homeless and housing system, the EIC will ensure that there is representation from all subpopulations outlined below by at least one EIC member. It is possible that one committee member may represent more than one subpopulation.

- Victim Services Provider
- Single Adults
- Unaccompanied Children and Youth
- Families
- Older Adults (55 and older)
- Chronic Homelessness
- Veterans
- Lived experience designee
- Refugees/Immigrants
- Persons with disabilities
- LGBTQ

### Service-Specific

Our community provides many services through different projects and funding sources. This includes emergency shelter, rapid re-housing, permanent supportive housing and transitional housing as well as other housing and homelessness projects. In order to ensure that all persons experiencing homelessness have equal access to housing and homelessness resources, the EIC will ensure that there is representation from all project types outlined below by at least one EIC member. It is possible that one EIC member may represent more than one project type.

- Prevention
- Diversion
- Street Outreach
- Emergency Shelter
- Transitional Housing
- Residential / Institutional Care
- Rapid Re-housing
- Permanent Supportive Housing
- Other Permanent Housing
- Education
- Individual who engages in equity and inclusion work in their organization
- Individual with research expertise
- Organization whose mission is to promote equity and inclusion
- Faith-based organization
- Law enforcement agency

## **EXPECTATIONS OF EIC MEMBERS & EIC MEETINGS**

It is expected that EIC members participate fully in all aspects of the EIC and attend at least 75% of the EIC meetings as scheduled. Meeting attendance will be reviewed quarterly. The meeting schedule will be determined by the EIC Chair, in consultation with EIC members. All meetings are open to the public. Meeting minutes and agendas will be posted to the CoC website. At a minimum of once per quarter, the EIC will schedule a time and encourage CoC providers to attend.

## **ELECTED ROLES TERM LENGTH & LIMITS**

Elected positions include population-specific and service-specific areas. Terms will be staggered, creating 1 or 2-year limits for each member of the EIC. There are no term limits for individuals serving in an Ex-Officio capacity on the EIC. If an EIC member leaves before the end of the term, the replacement will be filled in the manner it was originally filled; and will serve to the end of that term, and then must be reappointed or reelected.

## **PROCESS FOR EIC MEMBER SELECTION**

Nominations will be collected and reviewed by the CoC Membership / Nominating Committee with input from the EIC.

## EQUITY & INCLUSION COMMITTEE APPLICATION FORM

The purpose of this form is to collect information for interested applicants to serve in an open, elected seat on the Equity & Inclusion Committee. Elected seats represent either a population- or service-specific area within the Continuum of Care. Information about the Equity & Inclusion Committee, including governance, composition, roles and responsibilities and term lengths are also provided.

**NAME:** \_\_\_\_\_ **CONTACT #:** \_\_\_\_\_  
**EMAIL ADDRESS:** \_\_\_\_\_

**TYPE OF COC MEMBERSHIP:**  **ORGANIZATION:** \_\_\_\_\_  **INDIVIDUAL**

### EQUITY & INCLUSION COMMITTEE POPULATION OR SERVICE AREA

Eligible candidates must be able to demonstrate they can adequately represent the vacant population-, service or other-specific area identified below. **Please check all that apply to you.**

<input type="checkbox"/> Victim Service Provider	<input type="checkbox"/> Other Permanent Housing
<input type="checkbox"/> Single Adults	<input type="checkbox"/> Emergency Shelter
<input type="checkbox"/> Unaccompanied Children and Youth	<input type="checkbox"/> Transitional Housing
<input type="checkbox"/> Families	<input type="checkbox"/> Residential/Institutional Care
<input type="checkbox"/> Older Adults (55 and older)	<input type="checkbox"/> Rapid Re-housing
<input type="checkbox"/> Chronic Homeless	<input type="checkbox"/> Education
<input type="checkbox"/> Veterans	<input type="checkbox"/> Individual who engages in equity and inclusion work in their organization
<input type="checkbox"/> Refugees and Immigrants	<input type="checkbox"/> Individual with research expertise
<input type="checkbox"/> Persons with disabilities	<input type="checkbox"/> Organization whose mission is to promote equity and inclusion
<input type="checkbox"/> Prevention	<input type="checkbox"/> Faith-based organization
<input type="checkbox"/> Diversion	<input type="checkbox"/> Law enforcement agency
<input type="checkbox"/> Street Outreach	<input type="checkbox"/> LGBTQ

## APPLICATION QUESTIONS

Eligible candidates must submit written responses to the questions below.

- 1) **What work have you done in the community related to equity and inclusion and how would you use that experience as a member of this committee?**

- 2) **Why is it important for the CoC to engage in equity work?**

- 3) **What are 1-2 things that you would like to see this committee accomplish?**

- 4) **In what way(s) would you contribute to the diversity of the committee?**

### COMMITMENT & SIGNATURE

Equity & Inclusion Committee members must also be a full member of the Continuum of Care (CoC) and are required to attend 75% of meetings, as scheduled; fully participate and engage in all aspects of the committee; and complete external committee work as required. In addition, it is important that committee members are committed to the upholding the essential qualities of an effective homeless and housing system that is equitable and inclusive. Effective committee members possess good communication and problem-solving skills; are flexible and open to change; and can balance the need for systemic solutions with consistent and fair policies and procedures.

By signing below, you indicate you are a member of the CoC, aware of the commitment and qualities required, and agree to serve as a fully participating and engaged committee member if selected.

Signature \_\_\_\_\_ Date \_\_\_\_\_