

**GOVERNING BOARD APPLICATION**

**DEADLINE TO APPLY IS FRIDAY, AUGUST 7, 2020**

**Overview:**

The Membership/Nominating Committee of the Charlotte-Mecklenburg Continuum of Care (CoC) is accepting applications for two (2) elected seats on the Continuum of Care Governing Board. The Governing Board is responsible for providing overall direction and leadership for the CoC so that it can effectively carry out its mission of ending homelessness and alleviating its negative impacts on the community.

**Duties of the Governing Board include:**

- Aligning and coordinating CoC, North Carolina Department of Health and Human Services Emergency Solutions Grants and other homeless assistance and mainstream resources
- Advocating for additional resources, as required
- Ensuring the availability of data for planning
- Establishing priorities for and making recommendations to HUD about allocation of CoC resources
- Establishing system and program outcomes for evaluation purposes
- Monitoring and evaluating system-wide and individual program performance toward established goals
- Establishing committees and work groups, and receiving their reports
- Selecting the Collaborative Applicant, HMIS software, and HMIS Lead Agency, and
- Communicating effectively with the CoC Membership and other key constituencies involved in eradicating homelessness.

**Expectations and Time Commitment:**

- All members of the Governing Board shall be members of the CoC either through their own individual membership application (if unaffiliated), or through their member organization’s application.
- The Governing Board will meet at least every other month, but probably more frequently. Meetings will last an hour and a half to two hours.
- Governing Board members are expected to serve on one or more committees and workgroups, each of which will probably meet at least monthly for an hour and a half to two hours. Governing Board members may be asked to serve as Chairperson of one or more committees or workgroups.
- Governing Board members will be expected to review materials in advance of the meetings, actively participate in discussions, and vote, as required.

**Our Vision:** Homelessness is rare, brief and non-recurring in the Charlotte-Mecklenburg Community. Everyone has housing choices and prompt access to a variety of housing resources and supports that meet their needs.

**Terms:**

- Governing Board Members shall serve a term of two or three years, as laid out in Section IV.e. of the Charter.

**Conflicts of Interest:**

- No Board member may influence decisions concerning the award of a grant or other financial benefits to the organization that the member represents or to themselves as individuals. Board members must identify actual or perceived conflicts of interest as they arise. Annually Board members must sign a Conflict of Interest statement that will be on file with the CoC Collaborative Applicant.

**Selection Process & Timeline:**

July 17, 2020: Application period open  
August 7, 2020: Application period closes  
August 10, 2020: MNC meets to review applications received and schedule phone interviews with perspective candidates  
Week of August 10: MNC conducts phone interviews  
August 17, 2020: MNC meets to finalize recommendations to present to full CoC membership  
August 27, 2020: Nominees recommended to full CoC membership for approval

**Application Submission Details:**

**Please submit your completed application by August 7, 2020:**

**Via email: [CharMeckCoC@MeckNC.Gov](mailto:CharMeckCoC@MeckNC.Gov)**

**Via Fax: 704-319-9602**

**Via Mail:**

**Mecklenburg Community Support Services**

**Attn: Erin Nixon**

**3205 Freedom Drive**

**Charlotte, NC 28208**

**If you need assistance completing this application, please contact Erin Nixon, 980-314-8923.**

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### Governing Board Membership Application

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Organizational Affiliation (if applicable): \_\_\_\_\_

Please describe any personal or professional experience you have had with homelessness:

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Please tell us why you would like to serve on the CoC Governing Board: \_\_\_\_\_

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### AVAILABLE SEATS ON THE BOARD

Please select the seat(s) for which you are applying. If you select more than one, please tell us your first and second choices.

\_\_\_\_\_ Faith-based organizations active in ending homelessness

\_\_\_\_\_ Philanthropic organization active in ending homelessness

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**Please review the Charlotte-Mecklenburg CoC Committees and Workgroups below. Please check the ones that interest you.**

### **Summary of CoC Committees and Workgroups**

- Coordinated Entry (CE) Oversight Committee** is responsible for: operating a coordinated access system that provides an initial assessment of the needs of homeless individuals and families for housing and services, and annually assessing how well it works.
- Data Advisory Committee** is responsible for: reviewing community level data before it is submitted to HUD , recommending performance targets to the CoC Board, monitoring program and system performance, developing and recommending privacy, security and data quality plans, and providing guidance and feedback regarding HMIS.
- Membership / Nominating Committee** is responsible for: developing processes for outreach, engagement and recruitment of diverse and knowledgeable CoC members, committee and workgroup members and Board members.
- Ranking Committee** is responsible for: developing fair and transparent processes and recommending the ranking for projects eligible for funding under the CoC Program and under the North Carolina Department of Health and Human Services Emergency Solutions Grant Program.
- Equity and Inclusion Committee** 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.
- Lived Experience Committee** is responsible for: providing consumer perspectives to the CoC. Only persons with lived experience of homelessness may be members of this committee.

#### **Workgroups seeking to end homelessness for these populations and training:**

- Veterans
- People who have criminal backgrounds
- Chronically Homeless Workgroup:
- Families
- Youth
- Training

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Please attest to the following by checking below and signing:

- I live or work in Mecklenburg County
- My listed information is correct
- I understand and agree to meet the time commitment and expectations of Governing Board membership.
- If I am in a conflict of interest situation, or a potential conflict of interest situation, I will notify the Governing Board Chairperson and will abstain from participation and/or voting.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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