

**MEMBERSHIP/NOMINATING COMMITTEE**  
**APPLICATION FORM INFORMATION**  
*(application begins on p. 4)*

**MEMBERSHIP/NOMINATING COMMITTEE GOVERNANCE**

The Membership/Nominating Committee (MNC), a committee of the Continuum of Care (CoC), is responsible for ensuring the CoC general membership, Board and committees have a diverse membership. The MNC implements transparent processes when filling vacant seats on the CoC Governing Board and committees.

**MEMBERSHIP/NOMINATING COMMITTEE ROLES & RESPONSIBILITIES**

In order to ensure that the Charlotte-Mecklenburg CoC maintains an engaged, diverse and inclusive membership, the MNC responsibilities shall include:

- Developing processes for outreach, engagement and recruitment of diverse and knowledgeable CoC members, committee and workgroup members and Board members, in consultation with the Collaborative Applicant, the membership and the Board.
- Recommend candidates in conjunction with the committee membership for committees and workgroups to the Board and will recommended candidates for the Board to the full membership.

**MEMBERSHIP/NOMINATING COMMITTEE COMPOSITION**

This Committee will be chaired by the CoC Board Vice-Chair. The MNC will consist of no more than 12 members, and no fewer than 8, all of whom will have one vote. MNC composition is categorized into two sections: Ex-officio and elected. Elected positions include population-specific, homeless service areas and other entities. All roles/areas within the two categories should be represented by the full MNC composition. It is possible for one MNC member to cover multiple sections as well as different roles/areas. All members should have knowledge of homelessness and have the ability to recruit people from diverse backgrounds.

All MNC members must also be member organizations or individuals of the CoC. The MNC is committed to a diverse and inclusive oversight committee composition in terms of race, gender, sexual orientation, immigration status, and other factors.

**MEMBERSHIP/NOMINATING COMMITTEE ELECTED ROLES**

Population Specific

In order to ensure that the CoC membership, Governing Board and Committees are diverse and inclusive, multiple populations and specialties must be represented on the committee. The MNC should make every effort to have representation from each area outlined below by at least one MNC member. It is possible that one committee member may represent more than one area.

- Person with Lived Experience
- Victim Services Provider
- Single Adults
- Unaccompanied Children and Youth
- Families
- Chronic Homelessness
- LGBTQIA

### 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.

- Veterans
- Prevention
- Diversion
- Street Outreach
- Emergency Shelter
- Transitional Housing
- Residential / Institutional Care
- Permanent Housing

### Other entities:

- Business community
- Faith-based organizations active in ending homelessness
- Advocacy groups active in ending homelessness

## **EXPECTATIONS OF MNC MEMBERS & MNC MEETINGS**

It is expected that MNC members participate fully in all aspects of the MNC, attend at least 75% of the MNC meetings. Meeting attendance will be reviewed quarterly. The meeting schedule will be determined by the MNC Chair, in consultation with MNC members. All meetings are open to the public. Approved copies of committee meeting minutes will be posted on the CoC website.

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

Terms will be staggered, creating 1- and 2-year limits for each member of the MNC, with the ability to renew for two additional 1-year extensions (maximum of 4 years, unless there are extenuating circumstances for a member who is filling an unexpired term). Terms will run from July-June. There are no term limits for individuals serving in an Ex-Officio capacity on the MNC. Term extensions must be requested by the individual elected member and approved by the Committee. If a MNC 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 MNC MEMBER SELECTION**

Ex-officio members of the MNC will be designated by their organizations. All other elected MNC members will be voted on by the CoC Governing Board, at least one month prior to the start of a new term, which runs from July 1 – June 30, the MNC Chair will solicit nominations for open seats from the [community via website posting, agency distribution and CoC email list.] The open seats will specify which roles/areas need to be covered, using the MNC Application Form. Nominations will be collected and reviewed by the Committee.

## MEMBERSHIP/NOMINATING COMMITTEE APPLICATION FORM

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

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

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

### MEMBERSHIP/NOMINATING 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:

**Business Community:** The work of the CoC involves engaging with the business community to ensure they are aware of the needs of the homeless services continuum.

### APPLICATION QUESTIONS

Eligible candidates must submit written responses to the questions below.

- 1) **Why is it important to ensure the CoC maintains and engaged and diverse general membership, committees/workgroups and Governing Board and what experience do you have related to this work?**

2) What 2-3 goals do you hope to see this committee accomplish this year?

**COMMITMENT & SIGNATURE**

Membership/Nominating Committee members must also be an organization or individual member of the Continuum of Care (CoC) and are required to attend 75% of meetings, as scheduled based on the work of the committee, which will vary throughout the year depending on vacancies that need to be filled. Members must 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 ensuring a diverse and inclusive CoC membership, Governing Board and CoC Committees and Workgroups. 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.

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Signature Date

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Print Name