opening **doors** FAIRFIELD COUNTY

COORDINATING COUNCIL MEMBER ROLES & RESPONSIBILITIES
Approved by the ODFC Coordinating Council on 10/17/2022

OFFICERS:

- Develop meeting agendas on a monthly basis that aligns with the goals of the CoC
- Connect with members of the council who are struggling to drive system change, and identify what needs they may have that the backbone can supply
- Provide support to members of the council who may need some coaching when it comes to conversations around accountability with their peers
- Co-chairs of the Council will manage the committee meetings efficiently, and hold other members of the collaborative accountable by ensuring their engagement and commitment to the discussions presented.
- Officers of the Coordinating Council will periodically review and ensure that the committees within the CoC are focused and productive to the identified priorities of the region.

CO-CHAIRS:

- Come prepared to each meeting with a full understanding of the agenda, and facilitate meetings efficiently, keeping the committee on task and on schedule
- Encourage members of the board to arrive ready for discussion, and encourage members to participate in robust conversations that are results-oriented and lead to action steps
- Hold members accountable to action steps identified during prior meetings and follow up to ensure that the CoC's goals and initiatives are not stalled
- Co-chairs may not serve as committee chairs during their leadership term

SECRETARY:

- Provides preliminary approval of the meeting minutes to be disseminated to the council and maintains records, including members' terms and current status
- Reach out to council members who are not meeting attendance thresholds throughout the year and hold them accountable to their role as a member of the board

TREASURER:

- Shall serve as the Finance Committee Chair, but shall not chair any other committees
- Keep the board apprised of the financial state of ODFC, and make recommendations on the annual budget and resources needed to meet the short- and long-term goals of ODFC

COORDINATING COUNCIL/EXECUTIVE COMMITTEE MEMBERS:

- Seated members are expected to be solutions oriented, and data curious - particularly when discussions on system performance are held.
- When discussing the ongoing opportunities, progress, results, and barriers to ending homelessness in ODFC, members of the Council commit to putting the wider interests of the CoC above their own when it comes to decision-making, implementation, or policy changes that aim to improve overall system performance.
- Members are expected to make attendance to all Council meetings a high priority and should notify the CoC and/or its officers when they are unable to be present.
- Each year at the annual Coordinating Council meeting in January, members will be asked to review the attendance chart to verify their participation from the previous year.
- Members are expected to prepare for, attend, and conscientiously participate in meetings.
- To this end, members are expected to read all materials provided in advance of meetings, prepare for discussions outlined in the agendas, and read all relevant background materials.
- Members shall be tasked with approving meeting minutes from previous convenings, and voting on proposed system and policy changes on a rolling basis

NON-CONFLICTED MEMBERS OF THE COORDINATING COUNCIL:

- Serve as final arbiters for the CoC in matters related to funding policies and procedures,
- Submit approval for the annual NOFO submissions
- Vote on final decisions related to the operations of the Funding Oversight Committee and policies created, amended, and approved therein

NOMINATING COMMITTEE:

- Publishes/announces vacancies to the coordinating council to solicit interest/applications from ODFC members
- Reviews applicants, or requests for consideration to the slate
- Nominates new members of the Coordinating Council in alignment with membership recommendations laid out by HUD
- Ensure that members nominated to the coordinating council are representative of the diversity that exists in the communities that they represent