

Education & Advocacy Minutes

Committee Meeting 11/15/2023 11:20am- 12:00pm

Mary Carrasco-Shoer, Brooke Frion, Marjorie Lewis, Chara Taylor

I. Define leadership roles

A. Chair

1. Facilitate meetings.
2. Set the agenda (can be done during meeting with all meeting participants).
3. Lead the EA Committee through the process of creating the HSC Annual Advocacy Platform.
4. Lead the EA Committee through the process of creating an annual schedule of the issues we want to work on - account for the timing of City and County budgets, Homelessness Awareness month, etc.
5. Track member tasks on a spreadsheet and follow up with those who are responsible for tasks.

B. Vice Chair

1. Ideally, the Vice Chair would have access to a Zoom account and would set up the Zoom meeting - this could be flexible if someone was interested in the position who did not have access to this resource
 2. Host Zoom
 3. Facilitate meetings if Chair is unavailable
 4. Promote meetings to the general HSC membership
- a. Speak at the HSC General Membership Meeting to give updates about the Committee's work and invite others to come.
- b. Send two emails per month to the HSC listserv - one inviting people to join, and one the day before the meeting reminding people about the meeting time and the main topic of the meeting
5. Track the tasks
 6. Take meeting minutes if the Secretary is unavailable.
 7. Take attendance if the Secretary is unavailable.

C. Secretary

1. Take meeting minutes.
2. Take attendance.
3. Update HSC spreadsheet with the meeting attendance within one week of the meeting date.
4. Keep track of EA Committee membership list.
5. Keep the calendar invitation updated with all those who want to join
6. Monitor the EA Committee email box a minimum of once per week. The email box should be monitored the day of the HSC General Membership meeting and every day for three days leading up to the EA Committee meeting. Respond to general queries about the EA Committee. Forward questions to the Chair or Vice Chair, as appropriate.

- II. Follow-up re. Zoom hosting - the City would like the committee to host the Zoom if at all possible, due to capacity issues with the City Zoom account.

III. Tasks

- A. Chara - set up EA Committee general email
- B. Marjorie - email committee with open positions/ position descriptions and collect