



HSC Board of Directors Position Description

Objective: Members of the Board of Directors provide leadership in successfully accomplishing the goals and objectives of the Homeless Services Consortium (HSC) as outlined in the Community Plan to Prevent and End Homelessness. In particular, the Board provides direction and makes decisions related to funding and requirements of the Department of Housing and Urban Development (HUD).

Term Length and

Method of Selection: Length of term and method of selection depend on seat type:

- Homeless Service Agency Seats: 3-year terms, elected by Membership
- At-Large Seats: 3-year terms, elected by Membership
- Lived Experience of Homelessness Seats: 3-year terms, elected by Membership
- Lived Experience Council (LEC) Seat: 1-year terms, appointed by LEC
- Youth Action Board (YAB) Seats: 1-year terms, appointed by YAB
- Voices of Dane County Committee (VDCC) Seat: 1-year terms, appointed by VDCC
- Chair of the HSC Membership: 1-year terms, elected by Membership
- Lead HMIS Agency Seat: 3-year terms, appointed by HMIS Lead, non-voting

Meetings and Time

Commitment: The Board holds monthly meetings that last approximately two (2) hours. In addition, there may be additional meetings of approximately two (2) hours held quarterly to provide more education and information to Board members or to make time-sensitive decisions. The Board may meet more frequently if required.

Attendance at and participation in these meetings is the most important component of Board membership. Absences reduce the effectiveness of the Board and the ability of the Board to represent the diverse interests of the Homeless Services Consortium. Excessive absences may result in termination from the Board, as outlined in the Code of Conduct. Board members should notify the Board President if they must miss a scheduled meeting.

Board members are asked to prepare for Board Meetings by reviewing the agenda and any accompanying documents in advance. Board Members may have the opportunity to participate in Review Teams for funding decisions and/or workgroups addressing particular issues or initiatives of the Board. All Board Members are also expected to participate regularly in at least one (1) standing committee of the HSC.

Please see the Board of Directors Code of Conduct for further details about participation and time commitment.

Responsibilities:

The key responsibilities of all Board of Directors Members include:

- Adhere to the Code of Conduct, including treating others with respect
- Participate attentively and openly in Board activities
- Represent the Homeless Services Consortium as a whole, considering the needs of all sub-populations, programs, and agencies to support the entire homeless services system
- Make decisions regarding the allocation of some homeless services funding including CoC & EHH funding
- Review and approve changes to the Written Standards
- Set priorities from the Community Plan to Prevent and End Homelessness
- Set or approve advocacy priorities
- Participate in strategic planning; establish mission, vision, goals and objectives and monitor their successful achievement
- Determine the consortium structure and ensure compliance with the bylaws
- Become familiar with the programs and activities carried out by the consortium's member agencies
- Serve on at least one (1) committee; regularly attend meetings and actively participate
- Employ, evaluate, and monitor the CoC Coordinator
- Serve as an interpreter, information source, and 'goodwill ambassador' to the community for the work of the HSC
- Designate a Board Member to report annually the activities and accomplishments of the Board to the HSC Membership

Seat-Specific**Responsibilities:**

Some Board Members have specific responsibilities in addition to those listed above because they are appointed or elected to be liaisons between the Board of Directors and other groups.

Lived Experience Council (LEC) Seat: The Board Member appointed by the LEC is responsible for being a liaison between the LEC and the Board, including ensuring that the needs and concerns of the LEC are brought to the attention of the Board, and helping facilitate the Board seeking the input and expertise of the LEC.

Youth Action Board (YAB) Seats: The Board Members appointed by the YAB are responsible for being liaisons between the YAB and the HSC Board, including ensuring that the needs and concerns of the YAB are brought to the attention of the HSC Board, and facilitating the Board seeking the input and expertise of the YAB.

Voices of Dane County Committee (VDCC) Seat: The Board Member appointed by the VDCC is responsible for being a liaison between the VDCC and the Board, including ensuring that the needs and concerns of the VDCC are brought to the attention of the Board, and facilitating the Board seeking the input and expertise of the VDCC.

Membership Chair: The Membership Chair is responsible for being a liaison between the Membership and the Board, including ensuring that the Membership and Board agendas reflect the interests of the HSC as a whole and that the needs and concerns of the Membership are brought to the attention of the Board.