

# CoC Core Function Committee Criteria & Nomination Process (Proposed)

*Upon adoption, this will be added to the CoC Governance Charter as Appendix C.*

*The following committee criteria and nomination process aim to ensure that each Core Function Committee for the Southern Nevada Homelessness Continuum of Care is composed of individuals with the right expertise, diversity, and commitment to effectively guide CoC initiatives in the region.*

## **Committee Criteria:**

### Eligibility:

- Committee members can be nominated from the general membership.
- Non-CoC members interested in joining a committee can become members by submitting the CoC membership form.

### Composition and Terms:

- Each committee consists of no more than 7 members, serving one-year terms.
- Members can be re-elected for subsequent terms without term limits.

### Diversity and Representation:

- Committees must be diverse in perspective and representation, including racial diversity and individuals with lived experience of homelessness.
- The Coordinated Services Committee must have at least 51% of its members be direct service providers and/or individuals with lived experience of homelessness.

### Support Structure:

- Each committee is supported by a non-voting lead entity (collaborative applicant, HMIS Lead, or Coordinated Entry Lead Entity) responsible for preparing meeting materials, completing work between meetings, and providing education and support to committee members.
- Administrative support is provided by the collaborative applicant, ensuring consistency in meetings, clear and accessible communications, and timely distribution of notes.

### Leadership:

- Once selected, each committee elects its own chair for a two-year term.
- The chair works with the appropriate lead entity to drive the strategic direction of the committee.

### Meeting Frequency and Attendance:

- Committees meet at least monthly or as frequently as needed to achieve their outcomes.
- Regular attendance is required, and members will be removed from the committee after three absences within a 12-month term.

#### Additional Members:

- Contractors or technical assistance providers supporting key roles within the committee may be added as non-voting members (e.g., HMIS system administrator for the HMIS Steering Committee).

#### **Nomination Process**

1. Draft Timeline:
  - The collaborative applicant will create a timeline for committee nominations and selection. This timeline will be reviewed by the CoC Board and Membership to ensure alignment with overall goals and objectives.
  - The committee selection timeline will be updated and distributed based on feedback from the CoC Board and Membership.
2. Outline of Committee Purpose and Criteria:
  - An outline of each core function committee's purpose, current focus, ideal member description, and anticipated level of effort will be provided along with the nomination link. This helps potential nominees understand the expectations and responsibilities associated with committee membership.
3. Nomination Period and Outreach:
  - Nominations will be open for at least two weeks to provide ample opportunity for interested individuals to submit their nominations.
  - Various communication channels such as email, newsletters, the website, and community forums will be utilized to reach potential nominees.
  - Emphasis will be placed on the importance of diverse perspectives and expertise in the related subject matter to encourage a broad range of nominations.
4. Nomination Review:
  - The collaborative applicant will prepare all nomination submissions for review by the CoC Board. The Board will determine whether the entire board or a sub-committee will review applicants for the committees.
  - The CoC Board will evaluate nominees based on established criteria, ensuring that committee members possess the necessary expertise and diversity.
5. Notification of Nominees:
  - All nominees will be notified of their selection to a committee, ensuring transparency and accountability in the process.
6. Initial Meeting Coordination:
  - The collaborative applicant will coordinate with the non-voting lead entity of each committee to schedule an initial meeting within one month of selection. This ensures that committees can quickly begin their work and establish momentum.