



TUCSON PIMA COLLABORATION TO END HOMELESSNESS

POSITION DESCRIPTION: Continuum of Care Board Member

The Continuum of Care (CoC) Board is the primary decision-making body for the Tucson Pima Collaboration to End Homelessness (TPCH) and the Tucson/Pima County Continuum of Care. The CoC Board is responsible for the planning, coordination, and management of an effective and efficient homeless service system in Pima County. This includes:

1. Operating the Continuum of Care and acting on behalf of its members in all matters not assigned to the TPCH General Council or Lead Entities through the TPCH governance charter.
2. Setting priorities for and overseeing the work of TPCH Committees and Lead Entities.
3. Establishing and updating operating policies as needed to advance the mission and strategic plan of the Continuum of Care.
4. Ensuring compliance with HUD Hearth Act requirements and relevant Federal, state, and local law.
5. Administering and overseeing the annual Continuum of Care funding competition and submission of the Consolidated Application for Continuum of Care funds to HUD.
6. Maintaining and expanding HUD Continuum of Care and other funding to meet the needs of homeless individuals and families throughout Pima County.

Specific Duties

1. Act on behalf of and in fidelity to the TPCH membership in operating the Continuum of Care conducting year-round planning of homelessness prevention and homeless assistance housing and services.
2. Maintain and update the CoC Policies and Procedures in compliance with requirements established in the HEARTH Act, Continuum of Care Program Interim Rule, Emergency Solutions Grant Program Interim Rule, and relevant HUD Community Planning & Development Notices.
3. Review, provide guidance as needed, and approve the following areas of recommendations for action that are developed by the Continuum of Care Committees and/or Lead Entity staff:
 - a. The prioritization of funding needs and strategies to finance housing and services for people experiencing homelessness.
 - b. The emphasis or direction of service delivery approaches for the Continuum of Care.
 - c. Responsibilities and duties of convening the HUD Continuum of Care.
 - d. Appointing committees, subcommittees, and/or workgroups as may be necessary to perform its duties and responsibilities.

4. Review and approve written agreements with the Collaborative Applicant/CoC Lead Agency to operate the Tucson/Pima County Continuum of Care and the HMIS Lead Agency to operate the Homelessness Management Information System.
5. Develop and approve annual action plans in accordance with the TPCCH Strategic Plan assigning roles and responsibilities to TPCCH Committees, Lead Entities, and other groups as necessary.
6. Review the TPCCH Strategic Plan annually, and recommend adjustments, as needed.
7. Establish system and project level performance standards, monitor performance, and implement on-going performance improvement strategies.
8. Appoint and oversee the Independent Review Panel convened annually to assist with the TPCCH's selection of project applications for HUD funding application.
9. Approve the annual TPCCH General Fund budget, funding solicitations, and expenditures.

Board Member Qualifications

- Experience and knowledge of the needs of homeless individuals and families in Pima County and strategies to assist them.
- Demonstrated leadership in issues related to homelessness and related issues related (housing, employment, health, etc.)
- Commitment to ending homelessness through evidence-based models and Housing First approaches.
- Commitment to act in the best of interest of all people at risk of or experiencing homelessness.
- Commitment to improving racial equity and LGBTQ+ inclusivity within the homelessness response system.
- Commitment to collaborative and solutions-focused discussion and decision-making.
- Willingness to advocate for the issues and needs of individuals and families experiencing or at risk of homelessness.
- Commitment to acting as an ambassador and champion for the Tucson Pima Collaboration to End Homelessness.
- Commitment to acting in accordance with the TPCCH Code of Conduct, Conflict of Interest Policy, and other governing policies at all times.

Time Commitment

CoC Board Members are expected to commit 8-12 hours/month to TPCCH Board, Committee, and community activities. All Board Members are expected to be (or to become during their first year of Board service) an organizational or individual member of TPCCH.

- Able to attend a minimum of 75% of TPCCH General Council meetings annually (meets quarterly)
- Able to attend a minimum of 75% of CoC Board Meetings annually (meets monthly).

- Able to participate actively in at least one standing TPCCH committee or subcommittee and/or other Board-approved community coalition representing the interests of TPCCH.
- Able to review meeting materials in advance of CoC meetings and come prepared to discuss and make informed decisions.

Compensation and Reimbursement

CoC Board service is voluntary. TPCCH does not provide financial compensation to CoC Board Members except in the following cases. Persons with lived experience of homelessness and housing instability who are not employed by organizations eligible for TPCCH membership may receive modest participation stipends subject to CoC Board approval and availability of TPCCH General Funds. Out-of-town travel and other out-of-pocket costs may be partially or fully reimbursed subject to advance CoC Board approval and availability of TPCCH General Funds.

Good Faith and Removal

CoC Board Members are expected to act in good faith of the duties, qualifications, and commitments described herein throughout their period of Board service. Members may be removed by majority vote of the CoC Board for violations of the TPCCH Code of Conduct, Conflict of Interest Policy, or other governing and operating policies; failure to maintain active participation as outlined in the CoC Board Member position description; or for any other cause deemed appropriate and necessary by the CoC Board.

ACCEPTANCE OF BOARD MEMBER RESPONSIBILITIES

I have received and reviewed the TPCCH Governance Charter, Code of Conduct, Conflict of Interest Policy, and CoC Board Member Position Description. I agree to abide by the expectations outlined therein and to act in good faith to the TPCCH membership, CoC Board, and people experiencing and at risk of homelessness in Pima County throughout the period of my service on the CoC Board. I acknowledge that I may be removed from the CoC Board if I am unable to perform these duties.

Printed Name

Signature

Date