



North Carolina Balance of State Continuum of Care

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Regional Committee Leadership Role Responsibilities

For Regional Committees to be most effective, they need strong, consistent leadership representing the full geographic area of their committee. The NC Balance of State Continuum of Care expects each Regional Committee to formally elect the following positions:

- Regional Lead
- Regional Lead Alternate
- Webmaster
- Unsheltered Access Coordinator
- Coordinated Entry Lead
- Project Review Committee Representative

Regional Committees may choose to elect other leadership positions inherent to their specific committees (e.g. events lead, Veterans lead, county chairs). Regional Committees must ensure that no person holds more than two leadership positions at one time.

Regional Lead

- Serve as primary contact for NC Balance of State Continuum of Care (NC BoS CoC) staff for their Regional Committee
- Communicate information from the NC BoS CoC to the Regional Committee
- Attend monthly NC BoS CoC Steering Committee meetings and vote on behalf of the Regional Committee
- Participate in Steering Committee subcommittees and workgroups, as needed
- Facilitate the formation of the Regional Committee meeting agenda with the regional leadership team
- Facilitate discussion and approval of written annual outcomes and goals for the Regional Committee
- Facilitate planning activities as required by the NC BoS CoC

Regional Lead Alternate

- Serve as backup contact for NC BoS CoC staff for the Regional Committee
- Serve as backup to the Regional Lead during an absence, taking on the Regional Lead's role until their return
- Attend and vote at the monthly NC BoS CoC Steering Committee upon the absence or conflict of interest of the Regional Lead
- Participate in Steering Committee subcommittees and workgroups, as needed
- Facilitate the Regional Committee's plan to recruit agencies to use HMIS, forming a recruitment committee and reporting monthly to the Funding and Performance Subcommittee

Webmaster

- Serve as primary contact for NC BoS CoC staff regarding Regional Committee agendas and minutes
- Submit all Regional Committee meeting agendas, minutes, and supporting materials to NCCEH within 30 days of the meeting date
- Take minutes at Regional Committee meetings [proposed task for webmaster, but can be done by another committee member]
- Maintain and update contact information for members of the Regional Committee and distribute materials via email as necessary (meeting reminders, agendas, minutes, NC BoS CoC notifications) [proposed task for webmaster, but can be done by another committee member]

Unsheltered Access Coordinator

- Serve as primary contact for Regional Committee around unsheltered access
- Coordinate with regional Coordinated Entry Leads to ensure people experiencing unsheltered homelessness access the local coordinated entry system
- Ensure data collection happens on all people experiencing unsheltered homelessness
- Engage providers/organizations/stakeholders to understand the local plan to engage people experiencing unsheltered homelessness and how to connect them to the coordinated entry system
- Provide additional training to providers/organizations/stakeholders as needed

Coordinated Entry Lead

- Serve as primary coordinated entry system contact for NC BoS CoC staff for the Regional Committee
- Attend monthly Coordinated Entry Council (CEC) meetings as representative of the Regional Committee
- Communicate information from CEC and other sources (training, HUD resources) to Regional Committee
- Facilitate regular case conferencing meeting where the community selects individuals and families experiencing homelessness for permanent housing resources
- Maintain the Regional Committee's by-name list in HMIS or other approved database and provide information to regional partners during case conferencing
- Maintain regular contact with participating agencies to troubleshoot ongoing challenges
- Facilitate outreach and engagement efforts to agencies not participating in the Regional Committee's CE system
- Attend or participate in trainings/webinars as necessary

Project Review Committee Representative

- Participate in evaluation and scoring of Emergency Solutions Grant applications and recommend final slate of applicants to the CoC Steering Committee for approval
- Participate in evaluation and scoring of CoC Program applications and recommend final ranked list of applicants to the CoC Steering Committee for approval
- Evaluate agency capacity and expertise to operate CoC projects during CoC Program grant transfers and recommend options to the CoC Steering Committee for approval

